

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Mary Scray, Chair

Guy Zima, Vice Chair

Tom Lund, Jesse Brunette, Bernie Erickson

Pat Evans, Tom De Wane

EXECUTIVE COMMITTEE

Monday, March 28, 2011

6:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

**** ADDITIONS/REVISIONS ****

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of March 7 and Special Meeting of March 14, 2011.

Appeal

1. Eland Electric Appeal for the Brown County Project #1413/#1413A – Photovoltaic Installations.

Communications

2. Communication from Supervisor Moynihan re: Request discussion and/or possible action or reclassification and/or step increase for Internal Auditor/Research Analyst.

Legal Bills

3. Review and Possible Action on Legal Bills to be paid.

Reports

4. County Executive Report.
 - a) Budget Status Report , December 31, 2010.
 - b) Budget Status Report, January 31, 2011.
 - c) Budget Status Report, February 28, 2011.
 - d) Update re: Old Mental health center building (standing item).
5. Internal Auditor Report.
 - a) Budget Status Report, December 31, 2010.
 - b) Budget Status Report, February, 2011.
 - c) Update on budget research and analysis.
 - d) Upcoming leave.
 - e) Other
6. Board Attorney Report.

Vacant Budgeted Positions (Request to Fill)

7. Warrants/TRO Clerk – Sheriff's Department

Resolutions, Ordinances

8. Resolution re: Department of Human Resources Review of Individual Employment Contracts.
9. Resolution re: Change in Table of Organization UW-Extension Extend Grant Funded Position (Got Dirt? Marketing Coordinator LTE).
10. Resolution re: Change in Table of Organization UW- Extension Addition of Grant Funded Position (Horticulture Project Coordinator LTE).

Closed Session

11. Closed Session pursuant to Wis. Stats. § 19.85(1)(g) to confer with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Labor Negotiations).

Other

12. Such other matters as authorized by law.

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, March 7, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Mary Scray, Chair; Jesse Brunette, Tom DeWane, Bernie Erickson,
Pat Evans, Tom Lund
Excused: Guy Zima
Also Present: Tom Hinz, Fred Mohr, John Luetscher, Debbie Klarkowski, Sara Perrizo
Sonny Archambault, Brian Lamers, Brian Shoup, Jenny Hoffman,
Jeff Oudeans, Bob Heimann, Jason Beck, Bill Dowell
Supervisor Andrews, LaViolette, Other Interested Parties

I. Call Meeting to Order:

The meeting was called to order Chair Mary Scray at 6:39 p.m.

II. Approve/Modify Agenda:

Agenda items taken out of order. Closed Session moved forward, followed by action on #'s 16 to 22.

Motion made by Supervisor Lund, seconded by Supervisor DeWane to approve the agenda as modified. MOTION APPROVED UNANIMOUSLY

III. Approve/Modify Minutes of February 7, 2011 and Special Meeting of February 22, 2011:

Motion made by Supervisor Lund, seconded by Supervisor DeWane to approve. MOTION APPROVED UNANIMOUSLY

1. Review of Minutes:

a) **Brown County Legislative Sub-Committee, January 25, 2011 and February 22, 2011:**

Motion made by Supervisor Lund, seconded by Supervisor DeWane to receive and place on file. MOTION APPROVED UNANIMOUSLY

Closed Session:

23. **Closed Session pursuant to Wis. Stats 19.85 (*1)(g) to confer with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Labor Negotiations):**

Motion by Supervisor Erickson, seconded by Supervisor Lund to enter into Closed Session at 6:32 p.m. Roll Call: Present: Brunette, DeWane, Erickson, Evans, Lund, Scray Excused: Zima
MOTION APPROVED UNANIMOUSLY

Motion by Supervisor DeWane, seconded by Supervisor Lund to return to regular order of business at 7:10 p.m. Roll Call: Present: Brunette, DeWane, Erickson, Evans, Lund, Scray Excused: Zima
MOTION APPROVED UNANIMOUSLY

(Action on #'s 16-22 taken next)

16. **Resolution re: Authority to Execute a 2010-2011 Labor Agreement with the Brown County Community Treatment Center Employees:**
17. **Resolution re: Authority to Executive a 2010-2011 Labor Agreement with the Brown County Community Treatment Center Registered Nurses:**
18. **Resolution re: Authority to Executive a 2010-2011 Labor Agreement with the Brown County Library Clerk Employees:**
19. **Resolution re: Authority to Executive a 2010-2011 Labor Agreement with the Brown County Library Para Professional Employees:**
20. **Resolution re: Authority to Executive a 2010-2011 Labor Agreement with the Brown County Library Professional Employees;**
21. **Resolution re: Authority to Executive a 2010-2011 Labor Agreement with the Brown County Public Health Nurses:**
22. **Resolution re: Authority to Executive a 2010-2011 Labor Agreement with the Brown County Shelter Care Employees:**

Motion made by Supervisor DeWane, seconded by Supervisor Evans to suspend the rules and take action on #'s 16 to 22 together.

MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor DeWane, seconded by Supervisor Erickson to approve #'s 16, 17, 18, 19, 20, 21, & 22.

Ayes: DeWane, Erickson

Nays: Brunette, Evans, Lund, Scray

MOTION FAILS 4-2

Communications:

2. **Communication from Supervisor VanVonderen re: To request that Internal Auditor, Sara Perrizo, and the appropriate Brown County staff do an audit of our buildings to determine 1) is there any space not being used efficiently, ex: storage for obsolete equipment; 2) are the direct charges for the uses accurate: Referred from February County Board:**

The Internal Auditor reported that she is addressing Supervisor VanVonderen's concerns regarding the efficient use of space. Although VanVonderen asked that Administration be involved in the review, Supervisor Andrews suggested that VanVonderen attend the Facilities Management Sub-Committee as they are discussing this issue.

The second concern, whether direct charges for the uses are accurate is being reviewed by Ms. Perrizo and the study group created by the County Executive

Motion by Supervisor Lund, seconded by Supervisor DeWane to refer to the Internal Auditor to work with Supervisor VanVonderen and Facilities Management regarding efficient use of space for storage.

MOTION APPROVED UNANIMOUSLY

3. **Communication from Supervisor Lund re: To have a report on LEAN study committee to see if any savings have been achieved. Referred from February County Board:**

County Executive Hinz reported that although it is difficult to put a specific dollar amount on savings, stated that using the LEAN process has resulted in a higher level of services with fewer staff. He concluded it has been very beneficial.

Motion made by Supervisor Lund, seconded by Supervisor Evans to receive and place on file. MOTION APPROVED UNANIMOUSLY

Aging & Disability Resource Center:

4. **Opinion of Corporation Counsel re: the legal status of ADRC and its legal authority in relation to the County Board:**

Corporation Counsel, John Luetscher, responded to the question of whether the ADRC actually needs the approval of the County Board to purchase real estate, stating that they do not. The ADRC was established as a non-stock private 501C3 Corporation governed by a Board of Directors. Although this Board is appointed by the County Executive and approved by the County Board, they would not have any legal responsibility financially or for maintenance.

5. **Resolution re: To authorize Aging & Disability Resource Center to purchase commercial building at 331 South Adams Street, Green Bay, Wisconsin:**

This Resolution authorizes the ADRC to purchase property at 300 South Adams Street, leasing space for packaging and delivery of meals for the Homebound Meal Program. Ms. Archambault indicated that the ADRC has planned for this expansion for several years and has sufficient funds to purchase the building.

As County Board approval is not necessary, a recommendation was made to receive and place on file.

Motion made by Supervisor Lund, seconded by Supervisor DeWane to take action on #s 4 & 5 together. MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor Lund, seconded by Supervisor DeWane to receive and place on file. MOTION APPROVED UNANIMOUSLY

Legal Bills:

6. **Review and Possible Action on Legal Bills to be paid:**

Motion made by Supervisor Lund, seconded by Supervisor DeWane to approve. MOTION APPROVED UNANIMOUSLY

7. **2010 Fox River Litigation Legal Fees/Michael Best payments and reimbursements:**

As previously requested, a list of the Fox River Litigation Legal Fees charged by Michael Best was included in packet material. Of the total charges \$82,453.40, \$11,946.32 was paid by Brown County in 2010. The rest of the charges were split between Wausau Insurance & Continental Casualty who have agreed to negotiate an hourly rate for insurance reimbursements. Executive Hinz stated he expects this matter to conclude in 2011. Hinz was asked to give a monthly update on the litigation and cost.

Motion made by Supervisor Lund, seconded by Supervisor Evans to direct the County Executive to update the committee on Fox River Litigation Legal Fees/Michael Best payments and reimbursements monthly. MOTION APPROVED UNANIMOUSLY

Reports:

8. County Executive:

a. Update re: Old Mental Health Center Building (standing item):

County Executive Hinz reported that a meeting is scheduled on March 23rd to discuss the possibility of using the MHC building as a transitional facility. An update will be forthcoming.

Motion made by Supervisor Lund, seconded by Supervisor Erickson to receive and place on file. MOTION APPROVED UNANIMOUSLY

9. Internal Auditor Report:

Ms. Perrizo highlighted the following activities during the last reporting period:

- Research and analysis of the budget to find tangible ways for reduction. She will update the committee at the April meeting.
- Research being conducted on the radio project will be discussed with the County Board when completed.

Motion made by Supervisor Erickson, seconded by Supervisor Evans to receive and place on file. MOTION APPROVED UNANIMOUSLY

b. Other: None

10. Board Attorney Report:

a. Tentative Settlements:

Settlement discussion was held during the Closed Session above.

Motion made by Supervisor Erickson, seconded by Supervisor Evans to receive and place on file.

Ayes: Brunette, Erickson, Evans, Lund, Scray

Nays: DeWane

MOTION APPROVED 5-1

b. Impact of Walker's Budget Repair Bill:

Attorney Fred Mohr indicated that under the Governor's repair bill, the only thing that will be able to be negotiated will be base rate salaries. It will be illegal to negotiate any other benefits in contracts. This will occur at the time of passage and publication of the bill or at the end of any existing labor agreements. The labor agreements that are now in place will expire at the end of 2011. Those affected people will then fall under the administrative rules and ordinances of the County. Review of the present code with HR Director, D. Klarkowski, has resulted in suggested revisions. At this time there is a provision in the Senate amendments that any determinations, disciplines, or safety issues have to be submitted to a grievance procedure. This grievance procedure has to include an unbiased third party, followed by a review by a governing body. Mohr stated there are presently 30 to 50 grievances per year.

In addition, the County will no longer collect union dues and employees will no longer be required to pay them. Unions will be required to be re-certified yearly. The impact of these requirements may reduce or eliminate the influence of unions, Mohr stated. If this occurs, County ordinances will govern all benefits and policies, i.e. vacation selection, how work will be assigned, seniority, overtime, etc. Mohr indicated that bumping rights will expire with the last contract.

Motion made by Supervisor Lund, seconded by Supervisor Erickson to receive and place on file. MOTION APPROVED UNANIMOUSLY

c. **County Code:**

Per the discussion above, a motion was made for the Board Attorney to review County Code for possible revisions and report back.

Motion made by Supervisor Lund, seconded by Supervisor Erickson to refer to the Board Attorney to review for revisions and bring back in 60 days. MOTION APPROVED UNANIMOUSLY

d. **Recommendation to require Human Resource Approval of Individual Employment Contracts:**

Board Attorney Mohr explained that individual employment contracts, particularly that of a psychiatrist who was let go during the term of the contract was not originally reviewed by HR. Mohr asked that he bring back a resolution which would require any individual employment contracts first be reviewed by HR.

Motion made by Supervisor Lund, seconded by Supervisor Erickson to direct the Board Attorney to come back with a Resolution as it relates to Human Resource approval of Individual Employment Contracts. MOTION APPROVED UNANIMOUSLY

Vacant Budgeted Positions (Request to Fill):

11. **Clerk of Courts – Clerk Typist II (vacated 02/01/11):**

Jason Beck, Clerk of Circuit Court, explained that this position was recently vacated when the employee transferred to the Sheriff's Department. He explained that the position handles criminal traffic cases. If not filled, he stated that essential functions of the Clerk of Courts office would fall behind.

Supervisor Lund and Scray indicated they would like to hold the position open for 60 days to see how the work load goes, pointing out there may be layoffs in the next year. Other committee members indicated that the position is budgeted and they would prefer to deal with layoffs when and if they happen.

Motion made by Supervisor DeWane, seconded by Supervisor Evans to approve.

Aye: Brunette, DeWane, Erickson, Evans

Nays: Lund, Scray

MOTION APPROVED 4-2

12. **Facility & Park Management – Maintenance Worker II (vacated 12/22/10):**

Bill Dowell explained that the Maintenance Worker II provides facility and security services at the CTC on two shifts, seven days a week. In addition, they are responsible for mechanical and building system maintenance and repairs, trash removal, laundry pick up and delivery. The position was fully funded for 2011.

Motion made by Supervisor Evans, seconded by Supervisor DeWane to approve.

Ayes: Brunette, DeWane, Erickson, Evans, Lund

Nays: Scray

MOTION APPROVED 5-1

13. **Highway Department – Highway Laborer (3 vacancies) (vacated dates 01/17/11 & 03/01/11x2):**

Commissioner, Brian Lamers, explained that the Highway Laborer position is related to essential services, noting that a portion of these positions are funded by outside sources

(Wis DOT). Complicating the issue is the fact that he expects another three vacancies in the next few months due to retirements and a long term disability.

Motion made by Supervisor DeWane, seconded by Supervisor Erickson to approve.

Ayes: Brunette, DeWane, Erickson, Evans, Lund

Nays: Scray

MOTION APPROVED 5-1

Resolutions/Ordinances:

14. **Resolution re: Change in Table of Organization Human Services Department (delete Welfare Fraud Investigator) Sheriff's Department (add Sergeant):**

Supervisor Lund asked that there be a press release that would inform the public of the savings with this transfer and its outcome. Director of Human Services, Brian Shoup, indicated that he planned to that, not only with the local newspaper, but also with TV, radio, etc.

Motion made by Supervisor Erickson, seconded by Supervisor DeWane to approve.

MOTION APPROVED UNANIMOUSLY

15. **Resolution re: Change in Table of Organization Information Services Department (Addition of Limited Term Position):**

Corporation Counsel, John Luetscher, indicated that the resolution included in packet material was not correct and an updated draft was distributed (attached). This resolution deals with the selection of a vendor for the purchase, installation, implementation, training and support for several software systems. HS Director, Deb Klarkowski, along with Bob Heimann, Information Services Director, explained the plan to add a FTE Limited Term Project Manager to the Information Services Table of Organization for the duration of the project. Funds are available for the position.

Motion made by Supervisor Lund, seconded by Supervisor Erickson to approve.

MOTION APPROVED UNANIMOUSLY

Other:

24. **Such Other Matters as Authorized by Law:**

An Executive Committee meeting will be held on Monday, March 14, 2011 at 6:15 p.m. to address the following:

- 2011 Brown County Board of Supervisors Redistricting
- Initial Resolution authorizing the issuance of Not to Exceed \$15,750,000 Corporate Purpose General Obligation Bonds or Notes of Brown County, Wisconsin in one or more series at one or more times.

Motion made by Supervisor Evans and seconded by Supervisor Lund to adjourn at 8:35 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary

March 16, 2011
** Amended **

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
INFORMATION SERVICES DEPARTMENT
(Addition of Limited Term Position)

WHEREAS, the County is presently selecting a vendor or vendors for the purchase, installation, implementation, training and support for the following software systems at the Community Treatment Center:

- Qualified Electronic Health Records (EHR) for Outpatient
- Qualified EHR for Inpatient
- Qualified EHR for Skilled Nursing Facility
- Lab Information System
- Patient Billing System for Outpatient, Inpatient, Skilled Nursing Facility and Lab Services Department; and

WHEREAS, this project is large, complex and will involve almost all operations of the Community Treatment Center; and

WHEREAS, the federal government has set deadlines in 2012 for completion of conversion to an EHR System, and failure to comply with the deadline will have a substantial financial impact on the Community Treatment Center; and

WHEREAS, the Information Services Department and the Human Services Department will need to cooperate and work closely with the vendor or vendors selected; and

WHEREAS, after a thorough review by the Human Resources Department in conjunction with the Information Services Department and the Human Services Department, it recommends the addition of 1.0 FTE Limited Term Project Manager to the Information Services Table of Organization to insure the successful and timely completion of this project. This Limited Term position would be hired for the duration of the EHR project; and

WHEREAS, the Department of Human Services budget includes funds allocated for the completion of this project that can be used to fund a Limited Term Project Manager position with benefits.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby approves the addition of 1.0 FTE Limited Term Project Manager position to the Information Services Table of Organization for the duration of the EHR project.

BE IT FURTHER RESOLVED that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

Fiscal Impact:

Position Title	FTE	Grade/Step	Addition/ Deletion	Salary	Fringe	Total
Project Manager (LTE)	1.0	Grade 20 Step 5	Addition	\$64,496	\$30,184	\$94,680

This resolution does not require an appropriation from the General Fund, since the position will be funded with EHR project funds.

Respectfully submitted,

ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a special meeting of the Brown County Executive Committee was held on Monday, March 14, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

PRESENT: Mary Scray, Chair; Jesse Brunette, Tom DeWane, Bernie Erickson, Pat Evans, Tom Lund, Guy Zima

ALSO

PRESENT: Tom Hinz, Ellen Sorenson, Fred Mohr, Sara Perrizo
Chuck Lamine, Aaron Schuette, Debbie Klarkowski, Brian Lamers,
Carl Fleury, Supervisors Andrews, Fleck, Kaster, LaViolette, Theisen,
Tumpach, VanderLeest, Other Interested Parties, Media

I. Call Meeting to Order:

The meeting was called to order by Chair Mary Scray at 6:18 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Lund, seconded by Supervisor Evans to approve the agenda. MOTION APPROVED UNANMOUSLY

Communications:

1. Communication from Supervisor Fleck requesting to create a resolution re: the Budget Repair Bill:

Supervisor Fleck addressed the committee with a request that Brown County create a resolution which would oppose the collective bargaining issues recently passed by the Governor, opining that it was going too far (attached),

(Supervisor Zima arrived 6:25 p.m.; DeWane at 6:35 p.m.)

Discussion by the committee resulted in concerns over what will happen to current services and jobs, with Supervisor Lund concerned with shared revenues. Supervisors Zima and Scray stating that the cuts are "minimal" and benefits should be the same as for the private sector.

Motion made by Supervisor Lund, seconded by Supervisor Erickson to refer to staff to draft a resolution stating that the "Brown County Board opposes the collective bargaining issues passed recently by the State Legislature and signed by the Governor, asking that these issues be re-examined and modified", and that cuts in shared revenue be reduced.

Ayes: Brunette, Erickson, Evans, DeWane, Lund

Nays: Scray, Zima

MOTION APPROVED UNANMOUSLY

Brown County Redistricting:

2. 2011 Brown County Board of Supervisors Redistricting:

Chuck Lamine and Aaron Schuette presented several options for redistricting due to population growth, an event which occurs every ten years. Also presented was a timetable beginning in February with population counts and ending in September with final County Board approval.

Supervisor Zima suggested they develop plans with 29 and 31 supervisory districts, while others wanted additional options. Final conclusion was to ask for plans using 29, 31, 28, & 33 supervisory districts.

Lamine and Schuette will return to committee with suggested options.

Motion made by Supervisor Zima, seconded by Supervisor Erickson to direct staff to develop options using 29 and 31 supervisory districts.

Motion amended by Supervisor Evans, seconded by Supervisor Lund to add 28 & 33 supervisory districts to the request.

MOTION APPROVED UNANIMOUSLY

3. Initial Resolution authorizing the issuance of Not to Exceed \$15,750,000 Corporate Purpose General Obligation Bonds or Notes of Brown County, Wisconsin in one or more series at one or more times.

Motion made by Supervisor DeWane, seconded by Supervisor Evans to approve the resolution.

Motion made by Supervisor Erickson, seconded by Supervisor Lund to take items separately. MOTION APPROVED UNANIMOUSLY

Motion to approve WITHDRAWN

County Clerk

Motion made by Supervisor Zima, seconded by Supervisor Evans to delete \$600,000 for Election Tabulation Equipment from the 2011 Capital Project Resolution and Financing.

Ayes: Erickson, Evans, DeWane, Zima

Nays: Brunette, Lund, Scray

MOTION TO DELETE APPROVED 4-3

Facility & Park Management

Motion made by Supervisor Zima, seconded by Supervisor Evans to approve \$120,000 for the Courthouse Building Automation System/HVAC Equipment Upgrades in the 2011 Capital Project Resolution and Financing.

MOTION APPROVED UNANIMOUSLY

Highway

Motion made by Supervisor Zima, seconded by Supervisor Evans to approve \$7,990,000 for Highway Improvements as included in the 2011 Capital Project Resolution and Financing.

MOTION APPROVED UNANIMOUSLY

Human Services

Motion made by Supervisor Zima, seconded by Supervisor Evans to approve \$1,850,000 for a Financial/Human Services Electronic Medical Records (EMR) System in the 2011 Capital Project Resolution and Financing. MOTION APPROVED UNANIMOUSLY

Public Safety

Motion made by Supervisor Lund, seconded by Supervisor Evans to approve the Public Safety Interoperable Two-Way Radio System (Phase II) at a reduction from the original \$5,000,000.

Supervisor Zima opined that there is a good possibility that the vast majority of needs for a Public Safety Interoperable System can be accomplished by not spending the original \$12 million, let alone bond for another \$5 million or less. He indicated that talks between administration and end users resulted in a recommendation for a 700 mgh system, which resulted in one bid. Zima stated that he and Chair Scray, in an attempt to be proactive, have sought a second opinion on how to resolve the County's communication problems at a lower cost and asked that the committee hear the presentation.

MOTION TO APPROVE WITHDRAWN

Zima explained that Dane County had a \$30 million project with Motorola however, chose to rebid the project and eventually went with a different system at a reduced cost of approximately \$14 million to \$15 million, or a reduction of 50%. Zima stated that he and Chair Scray invited representatives of E.F. Johnson, to make a presentation of an alternative to a 700 mgh system.

Motion made by Supervisor DeWane, seconded by Supervisor Evans to Suspend the rules to allow interested parties to speak.

MOTION APPROVED UNANIMOUSLY

Bob Welch – Red Granite, WI
Consultant to E.F. Johnson
(Former State Representative)

Tom Lahota
Vice President – E.F. Johnson

Lisa Beyer
Major Account Manager for Wisconsin
E.F. Johnson

John O'Black
Vice-President of Standards & Regulatory Affairs
E.F. Johnson – Minnesota

Carl Guzy – WisCom Project Manager
Wisconsin Department of Transportation

Ms. Beyer informed the committee that although E.F. Johnson bid on the Madison project, they were not selected. Madison operates on an 800 mgh system and added a VHF overlay, which also reduced the total cost of the project.

Supervisor Evans asked if E.J. Johnson had applied for the RFP put out by Brown County to which Ms. Beyer replied they did not as it was their understanding that a VHF overlay (WisCom) would not work for Brown County and would not be considered, that the RFP only included a 700 mgh solution.

County Executive Hinz pointed out that a presentation was not on the agenda to which Supervisor Zima stated that he and Chair Scray had taken the initiative to request the presentation to learn if there are options and alternatives. Consensus of the committee and other supervisors in the audience were to go forward and hear the presentation.

Because the agenda item was to discuss bonding of this project, Supervisor Lund asked Board Attorney, Fred Mohr, if it was appropriate to go ahead with the presentation. Mohr replied that the item was "properly noticed". Supervisor Kaster indicated that because of current financial concerns, it was the obligation of elected officials to hear all alternatives.

After the power point presentation was given by the above individuals, Supervisor Evans asked how much of the State of Wisconsin is covered by WisCom and he was informed they are not presently in operation, but are in the construction phase in Bonduel, anticipating beneficial use in the third quarter of the year.

Supervisor Lund noted that the proposed 700 mgh system would provide digital backup and audio, asking if the WisCom system would also provide this. Response was that there would not be high speed data available. Other questions asked related to FCC licensing, communication with neighboring communities, subscriber fees, radio use, infrastructure upgrades, page out-page in capabilities, how many departments can communicate at one time, sirens, scanner privacy, etc.

The proposal includes using the WisCom site for VHF, adding two additional sites to fill in for full County wide operation, an 800 mgh channel trunking system using three sites with 99% street coverage and 97% within buildings.

Not to exceed pricing is as follows:

Two Sites – Howard and Pistol	\$1.5 million
Additional Coverage (receive only sites)	
\$300,000 x 3	\$1.0 million
Trunking Urban Area	\$3.0 million
3 sites – Bylsby, Howard & Scray	
Paging, Siren & Counsels	<u>\$1.0 million</u>
Total	\$6.5 million

Pricing does not include a data component, mobile repeaters, or multi-band radios. Annual Maintenance for Levels I and II is \$300,000.

Ms. Beyer explained that Brown County would be a "showcase" site as it would be the first 800 mgh simultab solution project for E.F. Johnson in Wisconsin. Dane County was done by another manufacturer. She indicated that this presentation was based on existing background and studies done by Brown County and the current RFP requirements. Full proposal can be available in 45 days and access to sites would be needed.

911 Communications Director, Carl Fleury, questioned legal liability to the County as a bid is already in process with Motorola. Board Attorney, Fred Mohr, indicated that as a bid has not yet been accepted, there would be no legal ramifications. The County Board set the conditions of the RFP subject to bonding. If bonding fails, Mohr stated there is no contract and no obligation.

Mr. Fleury also pointed out that the RFP was written with the assistance of GeoComm who recommended the 700 mgh system as the best fit for Brown County.

Supervisor Evans suggested that a Request for Information be pursued, however, Attorney Mohr recommended that the project be rebid.

Joseph Mayer-Motorola

Mr. Mayer, speaking on behalf of Motorola and the RFP they submitted, clarified that the proposal was based on a 95% coverage guarantee, noting that the presentation from E.F. Johnson was not compliant to RFP specifications. Not only did Motorola include a coverage guarantee but also the quantity of the dispatch counsels is significantly more than included with E.F. Johnson. He noted that the system would be built specifically for public safety users in Brown County so that they interoperate in emergency environments not only within the County, but also with other users. Although the pricing from Motorola is significantly higher, Mayer noted that it is guaranteed for seven years.

Motion made by Supervisor Zima, seconded by Supervisor DeWane to return to regular order of business. MOTION APPROVED UNANIMOUSLY

Discussion by the committee regarding the requirements that a radio system should be able to meet resulted in Supervisor Andrews drawing attention to a report created by the Fire Chief's Association that specifies such requirements. She agreed to e-mail this report to the Board Office for distribution to committee members.

Additional discussion by the committee resulted in the following recommendation:

Motion made by Supervisor Lund, seconded by Supervisor Zima to refer to staff to rewrite the RFP for an Interoperable Two-Way Radio System requiring 95% area coverage and a project 25 trunk system.

Ayes: Brunette, Erickson, Lund, Zima, Scray

Nays: Evans, DeWane

MOTION APPROVED 5-2

Chair Scray asked E.F. Johnson representatives for a copy of their Power Point Presentation to which Ms. Beyer agreed. However, contact with E.F. Johnson by the Board Secretary, resulted in a response that they "respectfully decline the request".

Other:

4. **Closed Session: For the purpose of deliberating whenever competitive or bargaining reasons require a closed session pursuant to Wis. Stats., 19.85 (1) (e). (Labor Negotiations)**

**Motion made by Supervisor Lund, seconded by Supervisor Erickson to enter into Closed Session at 10:30 p.m. Roll Call: All Present
Also Present: Supervisors Kaster, Theisen, Tumpach, VanderLeest, Andrews, Fleck; Fred Mohr, Debbie Klarkowski
MOTION APPROVED UNANIMOUSLY**

(Recording Secretary excused at 10:30 p.m.)

**Motion made by Supervisor Erickson, seconded by Supervisor DeWane to return to regular order of business at 11:15 p.m. Roll Call: All Present
Also Present: Supervisors Kaster, Theisen, Tumpach, VanderLeest, Andrews, Fleck; Fred Mohr, Debbie Klarkowski
MOTION APPROVED UNANIMOUSLY**

Adjourn:

Motion made by Supervisor Lund, seconded by Supervisor Evans to adjourn at 11:15 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary

**RESOLUTION TO BE SENT TO WISC. GOVERNOR AND ALL
STATE LEGISLATORS REPRESENTING BROWN COUNTY**

**THE BROWN COUNTY BOARD OF SUPERVISORS OPPOSES
THE COLLECTIVE BARGAINING ISSUES PASSED
RECENTLY BY THE STATE LEGISLATURE AND SIGNED BY
THE GOVERNOR.**

**WE ARE ASKING THAT THESE ISSUES BE REEXAMINED
AND MODIFIED.**

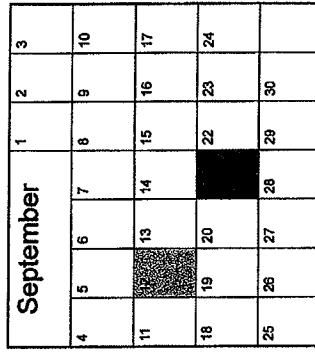
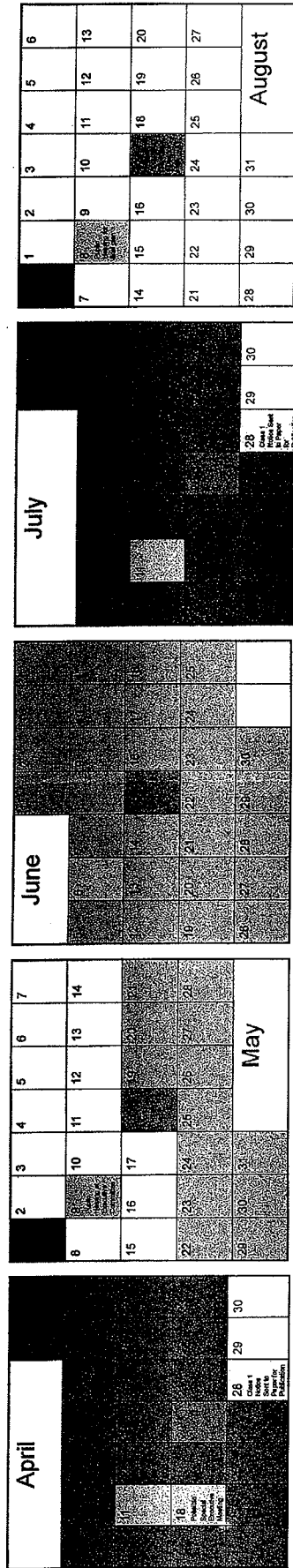
Example Brown County Supervisory District Options Based on 2010 Census Results

Supervisors	Population Goal per District	Green Bay Supervisors	Green Bay Districts Average	% Deviation	County Supervisors	County Average	% Deviation	Total % Deviation
25	9,920	10	10,400	4.86%	15	9,510	-4.16%	9.02%
26	9,539	11	9,460	-0.83%	15	9,597	0.61%	1.44%
27	9,185	11	9,460	3.00%	16	8,997	-2.06%	5.07%
28	8,857	12	8,671	-2.11%	16	8,997	1.58%	3.69%
29	8,552	12	8,671	1.40%	17	8,468	-0.99%	2.40%
30	8,267	13	8,004	-3.19%	17	8,468	2.44%	5.63%
31	8,000	13	8,004	0.05%	18	7,997	-0.04%	0.09%
32	7,750	13	8,004	3.30%	19	7,576	-2.26%	5.55%
33	7,515	14	7,433	-1.11%	19	7,576	0.82%	1.92%

*The lower the total percent deviation, the more representative the districts would be of the "one person, one vote" principle and therefore making the County more likely to succeed if challenged in court.

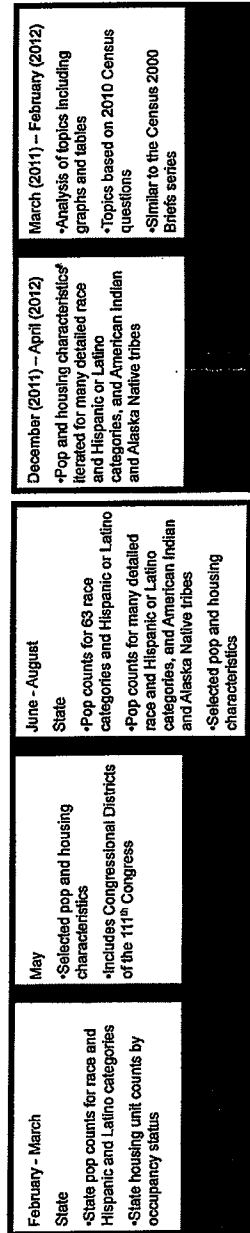
**2010 Census data released March 11, 2011

Tentative Brown County Redistricting Timetable

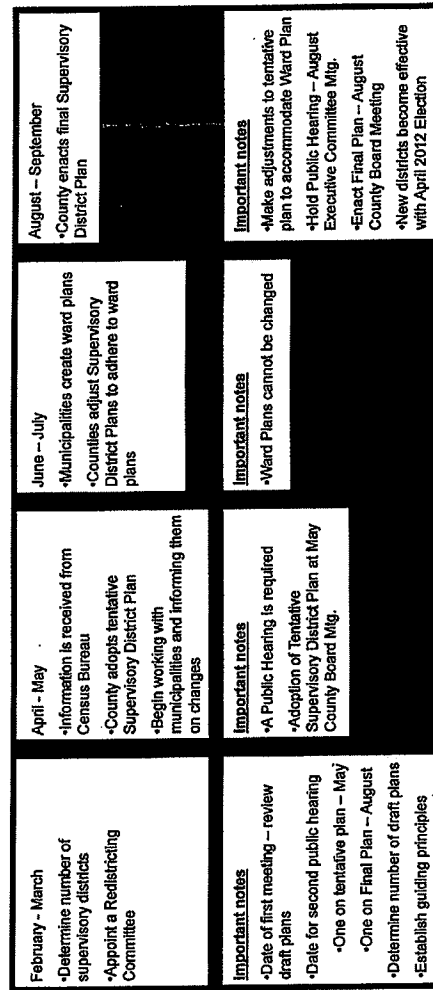


- Executive Committee Mtg.
- County Board Mtg.
- Work Period for County Staff
- Municipalities create Ward Plans

2011 - 2012



County Timeline



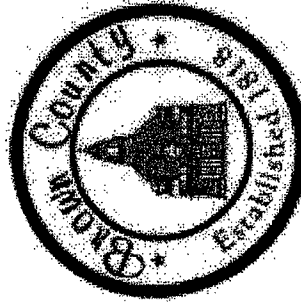
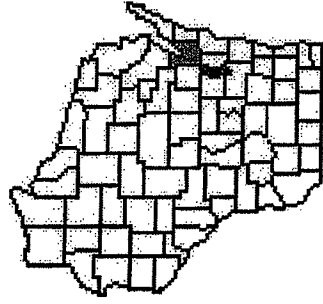
Brown County, WI

Financing Discussion 2011 Capital Projects Borrowing

Presented to Executive Committee

March 14, 2011

presented by
The PFM Group
115 South 84th Street, Suite 100
Milwaukee, WI 53214
414-771-2700
414-771-1041 fax
www.pfm.com



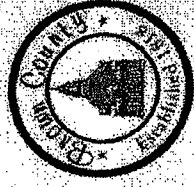
The PFM Group
Public Financial Management, Inc.
PFM Asset Management LLC
PFM Advisors

Initial Authorizing Resolution



The Board is considering an initial authorizing resolution to fund one of the following:

Project	Option No. 1	Option No. 2	Option No. 3	Depreciable Life (Years)
Election Tabulation Equipment	\$ 600,000	\$ 600,000	\$ 600,000	10
Courthouse HVAC Upgrades	120,000	120,000	120,000	20
Highway Improvements	7,990,000	7,990,000	7,990,000	20
Electronic Records	1,850,000	1,850,000	1,850,000	10
Subtotal	<u>10,560,000</u>	<u>10,560,000</u>	<u>10,560,000</u>	
Interoperable Two-Way Radio	5,000,000	2,500,000	--	20
Total Project Costs	<u>15,560,000</u>	<u>13,060,000</u>	<u>10,560,000</u>	
Maximum Estimated Expenses	<u>190,000</u>	<u>175,000</u>	<u>150,000</u>	
Total - Not to Exceed Amount	<u>15,750,000</u>	<u>13,235,000</u>	<u>10,710,000</u>	



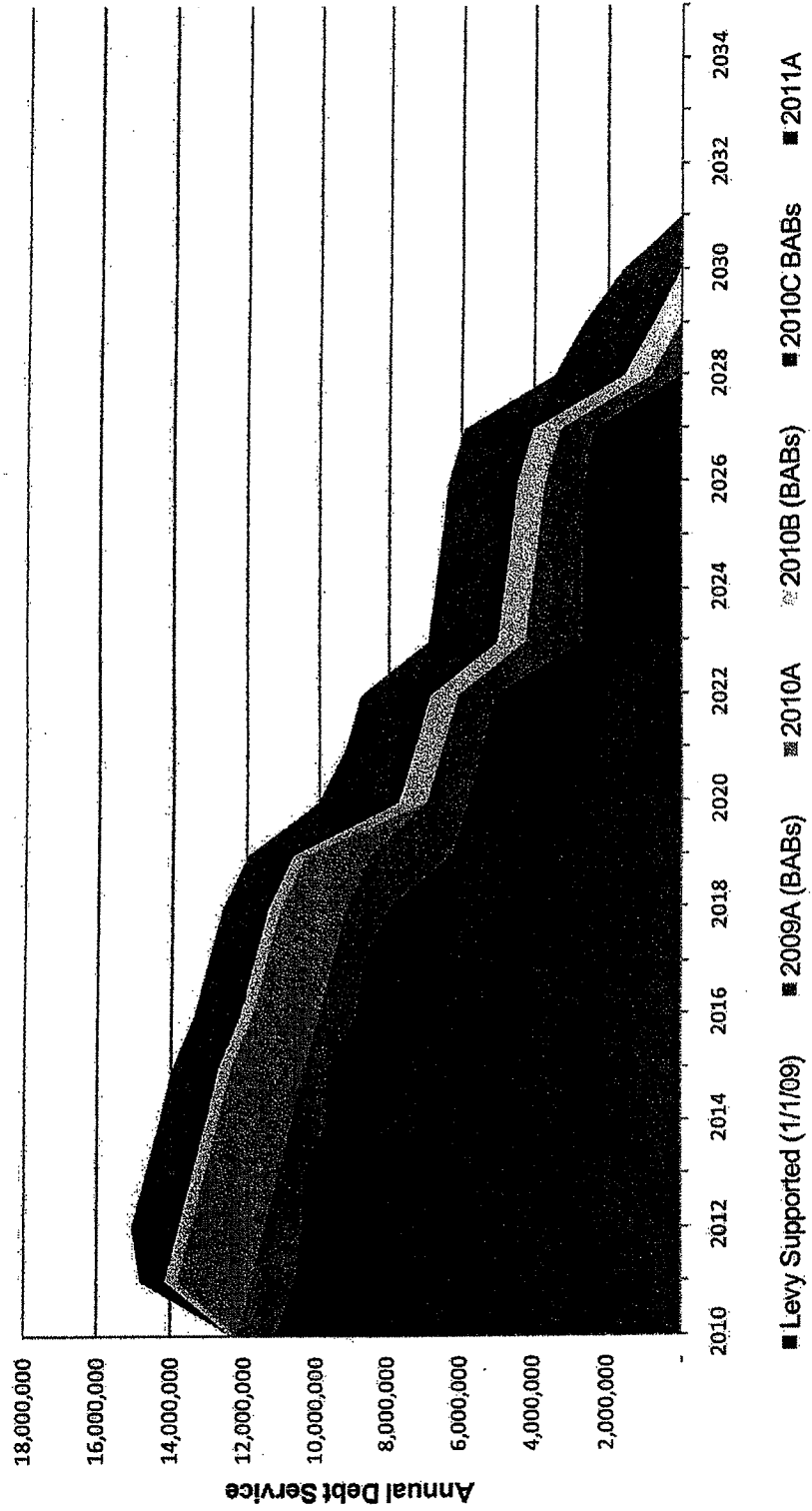
2011A Example Debt Service Schedules

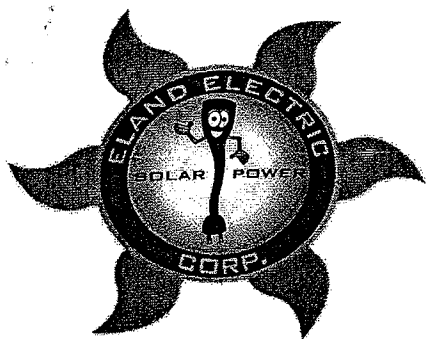
Year	Option No. 1 - With \$5.0 million			Option No. 2 - With \$2.5 million			Option No. 3 - With \$0.0		
	Principal	Interest	Debt Service	Principal	Interest	Debt Service	Principal	Interest	Debt Service
2011	—	313,906	313,906	—	259,194	259,194	—	204,219	204,219
2012	260,000	627,813	887,813	260,000	518,388	778,388	260,000	408,438	668,438
2013	260,000	625,213	885,213	260,000	515,788	775,788	260,000	405,838	665,838
2014	265,000	621,963	886,963	265,000	512,538	777,538	265,000	402,588	667,588
2015	270,000	617,988	887,988	270,000	508,563	778,563	270,000	398,613	668,613
2016	270,000	613,263	883,263	270,000	503,838	773,838	275,000	393,888	668,888
2017	280,000	607,863	887,863	280,000	498,438	778,438	280,000	388,388	668,388
2018	285,000	601,563	886,563	285,000	492,138	777,138	285,000	382,088	667,088
2019	290,000	594,438	884,438	290,000	485,013	775,013	290,000	374,963	664,963
2020	1,295,000	586,463	1,881,463	1,105,000	477,038	1,582,038	915,000	366,988	1,281,988
2021	1,025,000	547,613	1,572,613	830,000	443,888	1,273,888	635,000	339,538	974,538
2022	1,060,000	514,300	1,574,300	860,000	416,913	1,276,913	655,000	318,900	973,900
2023	1,095,000	477,200	1,572,200	890,000	386,813	1,276,813	680,000	295,975	975,975
2024	1,135,000	436,138	1,571,138	920,000	353,438	1,273,438	705,000	270,475	975,475
2025	1,180,000	390,738	1,570,738	955,000	316,638	1,271,638	730,000	242,275	972,275
2026	1,235,000	340,588	1,575,588	1,000,000	276,050	1,276,050	765,000	211,250	976,250
2027	1,290,000	285,013	1,575,013	1,045,000	231,050	1,276,050	800,000	176,825	976,825
2028	1,350,000	223,738	1,573,738	1,095,000	181,413	1,276,413	835,000	138,825	973,825
2029	1,415,000	156,238	1,571,238	1,145,000	126,663	1,271,663	880,000	97,075	977,075
2030	1,490,000	81,950	1,571,950	1,210,000	66,550	1,276,550	925,000	50,875	975,875
Total	15,750,000	9,263,981	25,013,981	13,235,000	7,570,344	20,805,344	10,710,000	5,868,019	16,578,019



Debt Service Graph – Option No. 1

Brown County, WI Pro Forma Levy Supported Debt Service





**ELAND
ELECTRIC
CORPORATION**

- * Electrical Design & Build
- * Telecommunications Cabling
- * Automated Controls
- * Solar / Photovoltaic

"Providing Service Since 1958"

Website: www.elandelectric.com

Email: electrical@elandelectric.com

Phone: (920) 338-6000



Fax: (920) 338-6009

March 21, 2011

Brown County – Internal Auditor
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

Attn: Internal Auditor

REF: Photovoltaic Installations – Project #1413/#1413A



Eland Electric Corporation is appealing the Bidding for Brown County Project #1413 / #1413A – Photovoltaic Installations.

Eland Electric Corporation is appealing that "vendor selection was based on factual errors". In that, Frank O. Zeise Construction is not on Focus on Energy's "finditwithfocus.com" website at the time of the bidding and when the bid was due, as per requirement in the project.


Eland Electric Corporation is appealing that the "lowest price vendor was not selected". In that, Eland Electric Corporation was the lowest bidder on the 1st bid. The 1st bids were posted and published causing a basis on where bids needed to be. This put Eland Electric Corporation's bid at an unfair and compromised position, in that any and all bidders in for the rebid knew where the bid amounts were and could adjust their bid amounts. The changes that were made were not significant enough to have to go to rebid and allow for other bidders to bid. There were deducts on the original bid for the Barkhausen project to work from and the deleting of the solar panel was information that could be easily given to the county. Frank O. Zeise Construction did not bid this project the 1st time and their subcontractor Venture Electric out of Waukesha also did not bid the 1st time. They received an unfair advantage from the rebid when the original bid amounts were posted.

Eland Electric Corporation is appealing that "failure by County or its agents to adhere to the County's policies and procedures or other legal requirement". The re-bid documents states that the bidders need to follow the original bid documents for Project #1413 and add #1413A to the documents, which require to be listed on Focus on Energy's "finditwithsolar.com" and to have the (8) question form answered. All bidders are listed on "finditwithsolar.com" except Frank O Zeise Construction.

If you have any questions or problems, please contact us. Thanks you.

Sincerely,

ELAND ELECTRIC CORPORATION


James M. Eland II
Vice President

Electrical Design & Build * Telecommunications Cabling * Automated Controls
3154 Holmgren Way * Green Bay, WI 54304

Date: March 23, 2011

To: Brown County Executive Committee

From: Brown County Purchasing Division

Re: Appeal by Eland Electric of the Intent to Award Issued March 18, 2011 to Zeise Construction for Photovoltaic Project 1413A

Purchasing determined Eland Electric's appeal addressed four issues:

1.) Public Opening and Reading Aloud of Bids:

Past and current procedures are that all Public Works Bids are delivered sealed to the County Clerk. At the date and time scheduled for the public opening, the County Clerk opens and reads aloud the name of the bidder, the bid dollar amount, indicates that the bid bond, if required, is included, and that any addendums issued have been acknowledged. Bid results are posted on the County website the same or next day after the opening.

- When opened, Public Works Bids are immediately considered an open record through the Formal Freedom of Information Request (FOI). All interested parties would have access to the records.
- Waukesha County was contacted and they handle the opening and reading of Public Works Bids in the same manner as Brown County.

2.) Lowest price vendor was not selected:

Eland Electric was not the low bidder on any of the five sites.

1. Low bidder on Combined Bid was Zeise Construction.
2. Low bidders on individual sites were Venture Electric for Base Bid A and Zeise Construction for Base Bids B, F, S, and WHL.

Reference Bid Tabulation Records for 1413A.

3.) Changes made to the project were not significant enough to re-bid project:

Combined pricing of \$968,499 from low bidder on original Project 1413 was \$202,000 over budget for the 6 sites.

Following were changes made for Project 1413A Re-bid:

- Base Bid W - Way-Morr project was removed
- Base Bid A - ADRC, Base Bid B - Barkhausen, and Base Bid WHL - Weyers Hilliard projects had scope reductions
- Base Bid F - Fairgrounds and Base Bid S - New Sheriff's Office projects remained the same

Project costs were reduced 35% or \$342,000 on the re-bid of the five sites (1413A) as compared to the original six sites (1413). *Reference Bid Tabulation Records for 1413 and 1413A.*

4.) Zeise Construction is not listed on Focus on Energy's "finditwithfocus.com" website:

Per 1413 which was referenced in 1413A it stated that "Bids will only be accepted from Installers listed on *"Focus on Energy at finditwithfocus.com"*". Reference *"Bidder Evaluation Questions"* on the bottom of page 85 for Project 1413.

We validated the 'focus on energy' requirement through Nate Curell of Focus on Energy and discovered that as of January 1, 2011 this was no longer a requirement. Based on this information, Corporation Counsel was consulted and a decision made that we could include Zeise Construction, who was not on the focus on energy listing, but was using installers who were on the list. Recommended approvals were obtained through special Administration and Education and Recreation Committee meetings and final County Board approval on March 16, 2011. Purchasing sent out Intent to Award and Thank You letters on March 18, 2011.

Attachments:

- Request for Bid 1413
- Bid Tabulation Records for 1413
- Request for Bid 1413A
- Bid Tabulation Records for 1413A

Purchasing reevaluated the facts and believes Eland Electric has a valid argument with regards to the 'focus on energy' listing. The requirement was clearly stated in RFB 1413 and referenced in RFB 1413A. Zeise Construction did not meet the requirement as stated. Zeise Construction bid should have been removed from the list of prospective bidders. The next lowest bidder should have been awarded the contract.

BID TABULATION RECORD										
PROJECT NAME: PHOTOVOLTAIC INSTALLATIONS										
SEALED BID: PROJECT #1413 FOR FACILITY AND PARK MANAGEMENT DEPT.										
BUYER: DCD										
DUE DATE & TIME : FEBRUARY 18, 2011 AT 11:00 AM TO BC CLERK										
OPENING DATE & TIME: FEBRUARY 18, 2011 AT 11:15 AM										
CONTRACTOR	BASE BID A	BASE BID B	BASE BID F	BASE BID S	BASE BID W	BASE BID WHL	COMBINED BID BCPV	BID BOND	ADD 1	ADD 2
Unlimited Renewable Energies**										
Eland Electric	\$ 171,429.99	\$ 217,988.92	\$ 156,521.58	\$ 175,838.84	\$ 182,820.26	\$ 112,000.54	\$ 968,499.99	Yes	Yes	Yes
Appleton Solar, LLC	No Bid	No Bid	\$ 166,400.00	No Bid	\$ 171,900.00	No Bid	No Bid	Yes	Yes	Yes
Miron Construction Co., Inc.	\$ 183,912.00	\$ 227,502.00	\$ 177,462.00	\$ 175,674.00	\$ 195,305.00	\$ 116,266.00	\$ 1,056,199.00	Yes	Yes	Yes
Hunzinger Construction Co.	\$ 174,900.00	\$ 224,900.00	\$ 151,900.00	\$ 187,900.00	\$ 208,500.00	\$ 124,900.00	\$ 987,990.00	Yes	Yes	Yes
Energize, LLC	No Bid	No Bid	\$ 149,255.00	No Bid	\$ 210,249.00	\$ 129,870.00	No Bid	Yes	Yes	Yes
The Boldt Co.	\$ 183,764.00	\$ 202,155.00	\$ 159,222.00	\$ 180,911.00	\$ 187,479.00	\$ 111,928.00	\$ 1,025,459.00	Yes	Yes	Yes
**Note: Unlimited Renewable Energies bid was rejected due to failure to provide required 5% bid bond. Bid was publicly opened but no numbers were read aloud.										

***Note: Unlimited Renewable Energies bid was rejected due to failure to provide required 5% bid bond. Bid was publicly opened but no numbers were read aloud.

[illegible]

SEALED BID: PROJECT #1413A FOR FACILITY AND PARK MANAGEMENT DEPT.

DUE DATE & TIME - MARCH 11 2011 AT 11:00 AM TO BC CLERK

OPENING DATE & TIME: MARCH 11, 2011 AT 11:00 AM

[illegible]

Notes:

- [illegible]

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR MARCH 28, 2011 MEETING FOR APPROVAL AND PAYMENT				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
Atty. Frederick Mohr	2647M 4933	2/28/2011	\$ 2,145.00	Museum, Highway, Bilgo, Teamsters, Library, Telecommunicators, AFSCME
Michael, Best & Friedrich LLP	1141144 1141145	3/10/2011 3/10/2011	\$816.60 \$ 1,416.39	Fox River Cleanup- Insurance API and NCR V. George A. Whiting, et al
Total ----			\$ 4,377.99	

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

One South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

John F. Luetscher
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

RECEIVED BY
MAR 14 2011
Brown County
Corporation Counsel

Client: 018236

March 10, 2011

Invoice No. 1141145

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1141145

For Professional services rendered through February 28, 2011, as follows:

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

2/22/11	I Pitz	Teleconference with Mr. Stone regarding comment period on consent decree.	0.40	\$160.00
2/23/11	A Wildeman	Begin reviewing Menasha Corporation's comments on proposed consent decree between United States, Brown County and City of Green Bay.	1.20	\$312.00
2/23/11	I Pitz	Review comments to consent decree.	1.30	\$520.00
2/28/11	D Crass	Review Menasha's comments and objections to consent decree.	0.90	\$423.00

Total Hours 3.80

Total Services \$1,415.00

Disbursements:

Postage 1.39

Disbursements Total \$1.39

MICHAEL BEST

& FRIEDRICH LLP

3

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

One South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 3

March 10, 2011
Invoice No. 1141145

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
A Wildeman	Associate	1.2	\$260.00	\$312.00
D Crass	Partner	0.9	\$470.00	\$423.00
I Pitz	Partner	1.7	\$400.00	\$680.00
Totals		3.80		\$1,415.00

MICHAEL BEST

& FRIEDRICH LLP

3

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

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MAR 14 2011

Brown County
Corporation CounselOne South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

John F. Luetscher
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Client: 018236

March 10, 2011
Invoice No. 1141144

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1141144

For Professional services rendered through February 28, 2011, as follows:

Matter: 018236-0042 Fox River Cleanup - Insurance

2/1/11	R Exum	Process invoice for submittal to insurers; prepare letter to insurers submitting invoice for reimbursement; update invoice and payment tracking chart regarding same.	0.40	\$60.00
2/16/11	A Wildeman	Review emails and file documents; draft correspondence to Mr. Luetscher enclosing settlement payment.	0.60	\$156.00
2/22/11	R Exum	Update defense tracking chart; send invoice to insurers for payment; send reimbursement check to client	0.60	\$90.00
2/24/11	R Exum	Process CNA checks, update payment tracking chart and forward checks to client; review message from client and respond to questions.	0.80	\$120.00
2/25/11	R Exum	Process November invoice and tender to insurance companies; update defense tracking chart; telephone call with Ms. Wolski regarding defense payments; review file for documentation of negotiated rates paid by Nationwide Insurance.	1.50	\$225.00
2/28/11	R Exum	Review files for documentation of Wausau invoice rates; forward documentation to Ms. Wolske.	1.10	\$165.00

Total Hours 5.00

Total Services \$816.00

Disbursements:

Photocopying

Disbursements Total \$0.60

MICHAEL BEST

& FRIEDRICH LLP

3

IN ACCOUNT WITH



One South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 3

March 10, 2011
Invoice No. 1141144

Matter: 018236-0042 Fox River Cleanup - Insurance

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
A Wildeman	Associate	0.6	\$260.00	\$156.00
R Exum	Paralegal	4.4	\$150.00	\$660.00
Totals		5.00		\$816.00



In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

RECEIVED

MAR 03 2011

Human Resources

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
February 28, 2011
Account No: 2647M

Correction Officers	\$30.00
Museum	\$234.00
Highway	\$565.50
Bilgo	\$78.00
Sheriff's Dept.	\$117.00
Teamsters	\$39.00
Facilities	\$1,384.50
Library	\$2,242.50
Telecommunicators	\$2,145.00
AFSCME	\$741.00
	<hr/>
	\$7,576.50
	<hr/>

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
February 28, 2011
Account No: 2647-0M
Statement No: 4933

Correction Officers

Previous Balance	\$634.50
02/04/11 Less Payment Received	-604.50
Balance Due	<u>\$30.00</u>

Account No: 2647-1M
Statement No: 4933

Museum

Previous Balance		\$156.00
Telephone Conference with Kirchman	Hours 0.20	39.00
Attention to Letter from Kirchman	0.20	39.00
For Current Services Rendered	<u>0.40</u>	<u>78.00</u>
Total Current Work		78.00
Balance Due		<u>\$234.00</u>

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Highway

Page: 2

February 28, 2011

Account No: 2647-2M

Statement No: 4933

Previous Balance		\$253.50
------------------	--	----------

	Hours	
Review of Arbitration Petition	0.20	39.00

Attention to Letter from Kirchman	0.20	39.00
-----------------------------------	------	-------

Attention to Letter from WERC	0.20	39.00
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Telephone Conference with Kirchman	0.20	39.00
------------------------------------	------	-------

Attention to Letter from Kirchman	0.20	39.00
-----------------------------------	------	-------

Attention to Letter from Arbitrator	0.20	39.00
-------------------------------------	------	-------

Letter to Arbitrator	0.20	39.00
----------------------	------	-------

Attention to Letter from Kirchman	0.20	39.00
-----------------------------------	------	-------

For Current Services Rendered	1.60	312.00
-------------------------------	------	--------

Total Current Work		312.00
--------------------	--	--------

Balance Due		<u>\$565.50</u>
-------------	--	-----------------

Account No: 2647-3M

Statement No: 4933

Bilgo

Previous Balance		\$39.00
------------------	--	---------

	Hours	
Review of Decision	0.40	78.00

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Bilgo

Page: 3

February 28, 2011

Account No: 2647-3M

Statement No: 4933

For Current Services Rendered	0.40	78.00
Total Current Work		78.00
02/04/11 Less Payment Received		-39.00

Balance Due		<u><u>\$78.00</u></u>
-------------	--	-----------------------

Account No:	2647-4M
Statement No:	4933

Sheriff's Dept.

Previous Balance		\$117.00
------------------	--	----------

Balance Due		<u><u>\$117.00</u></u>
-------------	--	------------------------

Account No:	2647-5M
Statement No:	4933

Teamsters

	Hours	
Attention to Letter from WERC	0.20	39.00
For Current Services Rendered	0.20	39.00
Total Current Work		39.00

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Teamsters

Page: 4

February 28, 2011

Account No: 2647-5M

Statement No: 4933

Balance Due

\$39.00

Account No: 2647-6M

Statement No: 4933

Facilities

Previous Balance

\$1,384.50

Balance Due

\$1,384.50

Account No: 2647-7M

Statement No: 4933

Library

Previous Balance

\$682.50

	Hours	
Telephone Conference with Etten	0.20	39.00
Letter to Stainbrook	0.20	39.00
Attention to Letter from Stainbrook	0.20	39.00
Letter to Paula	0.20	39.00
Preparation for Arbitration	2.00	390.00
Conference with Stainbrook	1.50	292.50
Telephone Conference with Etten	0.20	39.00
Letter to Arbitrator	0.20	39.00
Letter to Stainbrook	0.20	39.00
Attention to Letter from Stainbrook	0.20	39.00

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BROWN COUNTY HUMAN RESOURCES

Library

Page: 5

February 28, 2011

Account No: 2647-7M

Statement No: 4933

	Hours	
Telephone Conference with Arbitrator	0.20	39.00
Conference with Stainbrook, Debbie	1.30	253.50
Drafting of Settlement Agreement	0.40	78.00
Letter to Etten	0.20	39.00
Letter to Stainbrook	0.20	39.00
Attention to Letter from Etten	0.20	39.00
Letter to Stainbrook	0.20	39.00
Attention to Letter from Etten	0.20	39.00
For Current Services Rendered	8.00	1,560.00
Total Current Work		1,560.00
Balance Due		<u>\$2,242.50</u>

Account No: 2647-8M
Statement No: 4933

Telecommunicators

Previous Balance		\$3,120.00
Attention to Letter from Judge	Hours 0.20	39.00
For Current Services Rendered	0.20	39.00

In Account With

FREDERICK J. MOHR LLC

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BROWN COUNTY HUMAN RESOURCES

Telecommunicators

Page: 6

February 28, 2011

Account No: 2647-8M

Statement No: 4933

Total Current Work	39.00
02/04/11 Less Payment Received	-1,014.00
Balance Due	<u>\$2,145.00</u>

Account No: 2647-9M
Statement No: 4933

AFSCME

Previous Balance	\$2,242.50
Telephone Conference with Arbitrator	Hours 0.20 39.00
For Current Services Rendered	0.20 39.00
Total Current Work	39.00
02/04/11 Less Payment Received	-1,501.50
02/04/11 Less Payment Received	-39.00
Payments thru 02/28/11	<u>-1,540.50</u>
Balance Due	<u>\$741.00</u>
Total Balance Due	<u>\$7,576.50</u>

Interest accrues at the rate of 1% per month on all balances over 30 days.

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Human Resources

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
February 28, 2011
Account No: 2647M

	<u>Current Work</u>	
Correction Officers	0	\$30.00
Museum	78.00	\$234.00
Highway	312.00	\$565.50
Bilgo	78.00	\$78.00
Sheriff's Dept.	0	\$117.00
Teamsters	39.00	\$39.00
Facilities	0	\$1,384.50
Library	1,560.00	\$2,242.50
Telecommunicators	39.00	\$2,145.00
AFSCME	39.00	\$741.00
	<u>\$2,145.00</u>	<u>\$7,576.50</u>

Interest accrues at the rate of 1% per month on all balances over 30 days.

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
February 28, 2011
Account No: 2647-0M
Statement No: 4933

Correction Officers

Previous Balance	\$634.50
02/04/11 Less Payment Received	-604.50
Balance Due	<u>\$30.00</u>
Account No:	2647-1M
Statement No:	4933

Museum

Previous Balance	\$156.00
Telephone Conference with Kirchman	Hours 0.20 39.00
Attention to Letter from Kirchman	0.20 39.00
For Current Services Rendered	0.40 78.00
Total Current Work	<u>78.00</u>
Balance Due	<u>\$234.00</u>

BROWN COUNTY HUMAN RESOURCES

Highway

Page: 2

February 28, 2011

Account No: 2647-2M

Statement No: 4933

Previous Balance		\$253.50
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	Hours	
Review of Arbitration Petition	0.20	39.00
Attention to Letter from Kirchman	0.20	39.00
Attention to Letter from WERC	0.20	39.00
Telephone Conference with Kirchman	0.20	39.00
Attention to Letter from Kirchman	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Letter to Arbitrator	0.20	39.00
Attention to Letter from Kirchman	0.20	39.00
For Current Services Rendered	1.60	312.00
Total Current Work		312.00

Balance Due	\$565.50
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Account No:	2647-3M
Statement No:	4933

Bilgo

Previous Balance	\$39.00
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	Hours	
Review of Decision	0.40	78.00

In Account With

FREDERICK J. MOHR LLC

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BROWN COUNTY HUMAN RESOURCES

Bilgo

Page: 3

February 28, 2011

Account No: 2647-3M

Statement No: 4933

For Current Services Rendered 0.40 78.00

Total Current Work 78.00

02/04/11 Less Payment Received -39.00

Balance Due \$78.00

Account No: 2647-4M
Statement No: 4933

Sheriff's Dept.

Previous Balance \$117.00

Balance Due \$117.00

Account No: 2647-5M
Statement No: 4933

Teamsters

Attention to Letter from WERC Hours 0.20 39.00

For Current Services Rendered 0.20 39.00

Total Current Work 39.00

BROWN COUNTY HUMAN RESOURCES

Teamsters

Page: 4

February 28, 2011

Account No: 2647-5M

Statement No: 4933

Balance Due

\$39.00

Account No: 2647-6M

Statement No: 4933

Facilities

Previous Balance

\$1,384.50

Balance Due

\$1,384.50

Account No: 2647-7M

Statement No: 4933

Library

Previous Balance

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Telephone Conference with Etten	0.20	39.00
Letter to Stainbrook	0.20	39.00
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Telephone Conference with Etten	0.20	39.00
Letter to Arbitrator	0.20	39.00

Hours

Letter to Stainbrook	0.20	39.00
Attention to Letter from Stainbrook	0.20	39.00

BROWN COUNTY HUMAN RESOURCES

Library

Page: 5

February 28, 2011

Account No: 2647-7M

Statement No: 4933

	Hours	
Telephone Conference with Arbitrator	0.20	39.00
Conference with Stainbrook, Debbie	1.30	253.50
Drafting of Settlement Agreement	0.40	78.00
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For Current Services Rendered	8.00	1,560.00
Total Current Work		1,560.00
Balance Due		\$2,242.50

Account No: 2647-8M
Statement No: 4933

Telecommunicators

Previous Balance		\$3,120.00
Attention to Letter from Judge	0.20	39.00
For Current Services Rendered	0.20	39.00

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BROWN COUNTY HUMAN RESOURCES

Telecommunicators

Page: 6

February 28, 2011

Account No: 2647-8M

Statement No: 4933

Total Current Work	39.00
02/04/11 Less Payment Received	-1,014.00
Balance Due	<u>\$2,145.00</u>

Account No: 2647-9M
Statement No: 4933

AFSCME

Previous Balance	\$2,242.50
Telephone Conference with Arbitrator	Hours 0.20 39.00
For Current Services Rendered	0.20 39.00
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02/04/11 Less Payment Received	-39.00
Payments thru 02/28/11	-1,540.50
Balance Due	<u>\$741.00</u>
Total Balance Due	<u>\$7,576.50</u>

Interest accrues at the rate of 1% per month on all balances over 30 days.

Brown County
Executive

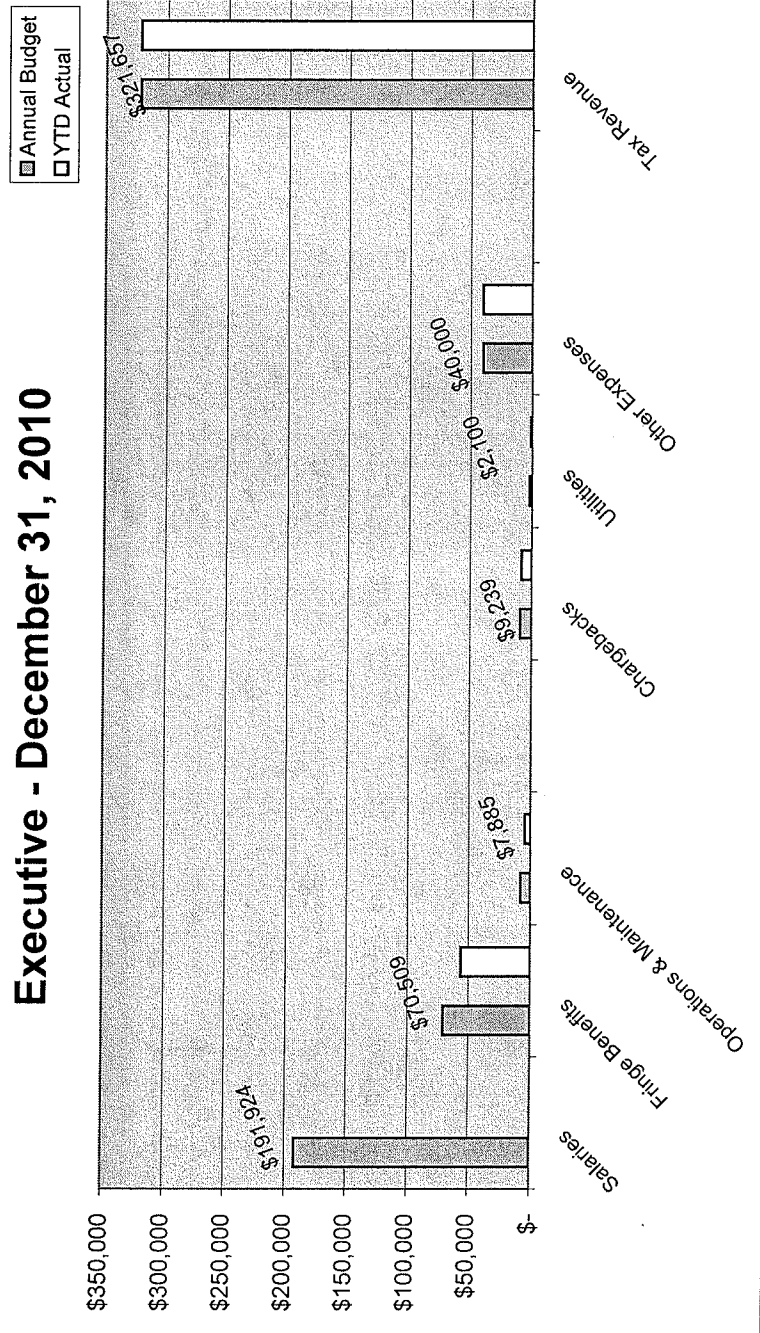
Budget Status Report

12/31/2010

HIGHLIGHTS:

	Annual Budget	YTD Actual
Salaries	\$ 191,924	\$ 164,654.74
Fringe Benefits	\$ 70,509	\$ 56,100
Operations & Maintenance	\$ 7,885	\$ 4,522
Chargebacks	\$ 9,239	\$ 8,093
Utilities	\$ 2,100	\$ 1,160
Other Expenses	\$ 40,000	\$ 40,000
Tax Revenue	\$ 321,657	\$ 321,657

Executive - December 31, 2010



Executive Budget Report December 2011

Summary - through 12/31/2010

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund: 100 GF									
Revenue									
PTX - Property taxes	\$321,657.00	\$0.00	\$321,657.00	\$26,804.75	\$0.00	\$321,657.00	\$0.00	100%	\$346,714.00
TRI - Transfer in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$1,841.00
Revenue Totals	\$321,657.00	\$0.00	\$321,657.00	\$26,804.75	\$0.00	\$321,657.00	\$0.00	100%	\$348,555.00
Expense									
PER - Personnel services	\$191,924.00	\$0.00	\$191,924.00	\$12,903.47	\$0.00	\$164,654.74	\$27,269.26	86%	\$202,735.34
FBT - Fringe benefits and taxes	\$70,509.00	\$0.00	\$70,509.00	\$4,845.13	\$0.00	\$56,100.24	\$14,408.76	80%	\$67,767.59
OPM - Operations and maintenance	\$7,885.00	\$0.00	\$7,885.00	\$452.99	\$0.00	\$4,522.02	\$3,362.98	57%	\$4,419.29
UTL - Utilities	\$2,100.00	\$0.00	\$2,100.00	\$14.65	\$0.00	\$1,160.35	\$939.65	55%	\$2,007.29
CHG - Chargebacks	\$9,239.00	\$0.00	\$9,239.00	\$133.42	\$0.00	\$8,093.20	\$1,145.80	88%	\$9,030.52
CON - Contracted services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
OTH - Other	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	100%	\$50,000.00
Revenue Totals:	\$321,657.00	\$0.00	\$321,657.00	\$26,804.75	\$0.00	\$321,657.00	\$0.00	100%	\$348,555.00
Expenditure Totals:	\$321,657.00	\$0.00	\$321,657.00	\$18,349.66	\$0.00	\$274,530.55	\$47,126.45	85%	\$335,960.03
Fund Totals: GF	\$0.00	\$0.00	\$0.00	\$8,455.09	\$0.00	\$47,126.45	(\$47,126.45)		\$12,594.97

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Executive Budget Report December 2011

Summary - through 12/31/2010

Prior Fiscal Year Activity Included

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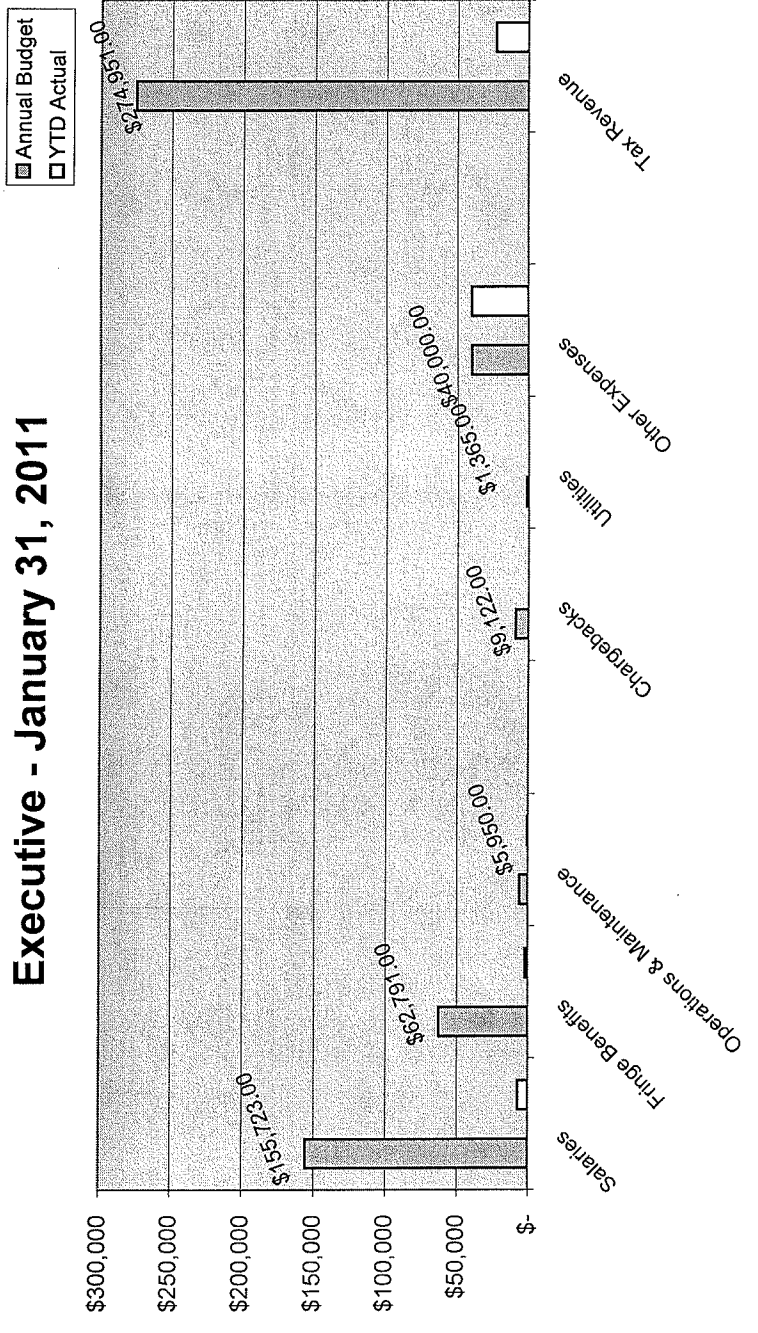
Brown County
Executive

Budget Status Report
1/31/2011

HIGHLIGHTS:

	Annual Budget	YTD Actual
Salaries	\$ 155,723.00	\$ 7,119.36
Fringe Benefits	\$ 62,791.00	\$ 2,043.35
Operations & Maintenance	\$ 5,950.00	\$ 379.17
Chargebacks	\$ 9,122.00	\$ 50.13
Utilities	\$ 1,365.00	\$ 93.56
Other Expenses	\$ 40,000.00	\$ 40,000.00
Tax Revenue	\$ 274,951.00	\$ 22,912.58

Executive - January 31, 2011



Executive Budget Report January 2011

Summary - through 1/31/2011

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund: 100 GF									
Revenue									
PTX - Property taxes	\$274,951.00	\$0.00	\$274,951.00	\$22,912.58	\$0.00	\$22,912.58	\$252,038.42	8%	\$26,804.75
TRI - Transfer in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals	\$274,951.00	\$0.00	\$274,951.00	\$22,912.58	\$0.00	\$22,912.58	\$252,038.42	8%	\$26,804.75
Expense									
PER - Personnel services	\$155,723.00	\$0.00	\$155,723.00	\$7,119.36	\$0.00	\$7,119.36	\$148,603.64	5%	\$12,336.24
FBT - Fringe benefits and taxes	\$62,791.00	\$0.00	\$62,791.00	\$2,043.35	\$0.00	\$2,043.35	\$60,747.65	3%	\$4,920.90
OPM - Operations and maintenance	\$5,950.00	\$0.00	\$5,950.00	\$379.17	\$0.00	\$379.17	\$5,570.83	6%	\$1,410.37
UTL - Utilities	\$1,365.00	\$0.00	\$1,365.00	\$93.56	\$0.00	\$93.56	\$1,271.44	7%	\$164.91
CHG - Chargebacks	\$9,122.00	\$0.00	\$9,122.00	\$50.13	\$0.00	\$50.13	\$9,071.87	1%	\$619.04
CON - Contracted services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
OTH - Other	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$0.00	\$40,000.00	\$0.00	100%	\$40,000.00
Revenue Totals:	\$274,951.00	\$0.00	\$274,951.00	\$22,912.58	\$0.00	\$22,912.58	\$252,038.42	8%	\$26,804.75
Expenditure Totals:	\$274,951.00	\$0.00	\$274,951.00	\$49,685.57	\$0.00	\$49,685.57	\$225,265.43	18%	\$59,451.46
Fund Totals: GF	\$0.00	\$0.00	\$0.00	(\$26,772.99)	\$0.00	(\$26,772.99)	\$26,772.99		(\$32,646.71)

Executive Budget Report January 2011

Summary - through 1/31/2011

Prior Fiscal Year Activity Included

Revenue Grand Totals:	\$274,951.00	\$0.00	\$274,951.00	\$22,912.58	\$0.00	\$22,912.58	\$252,038.42	8%	\$26,804.75
Expenditure Grand Totals:	\$274,951.00	\$0.00	\$274,951.00	\$49,685.57	\$0.00	\$49,685.57	\$225,265.43	18%	\$59,451.46
Grand Totals:	\$0.00	\$0.00	\$0.00	(\$26,772.99)	\$0.00	(\$26,772.99)	\$26,772.99		(\$32,646.71)

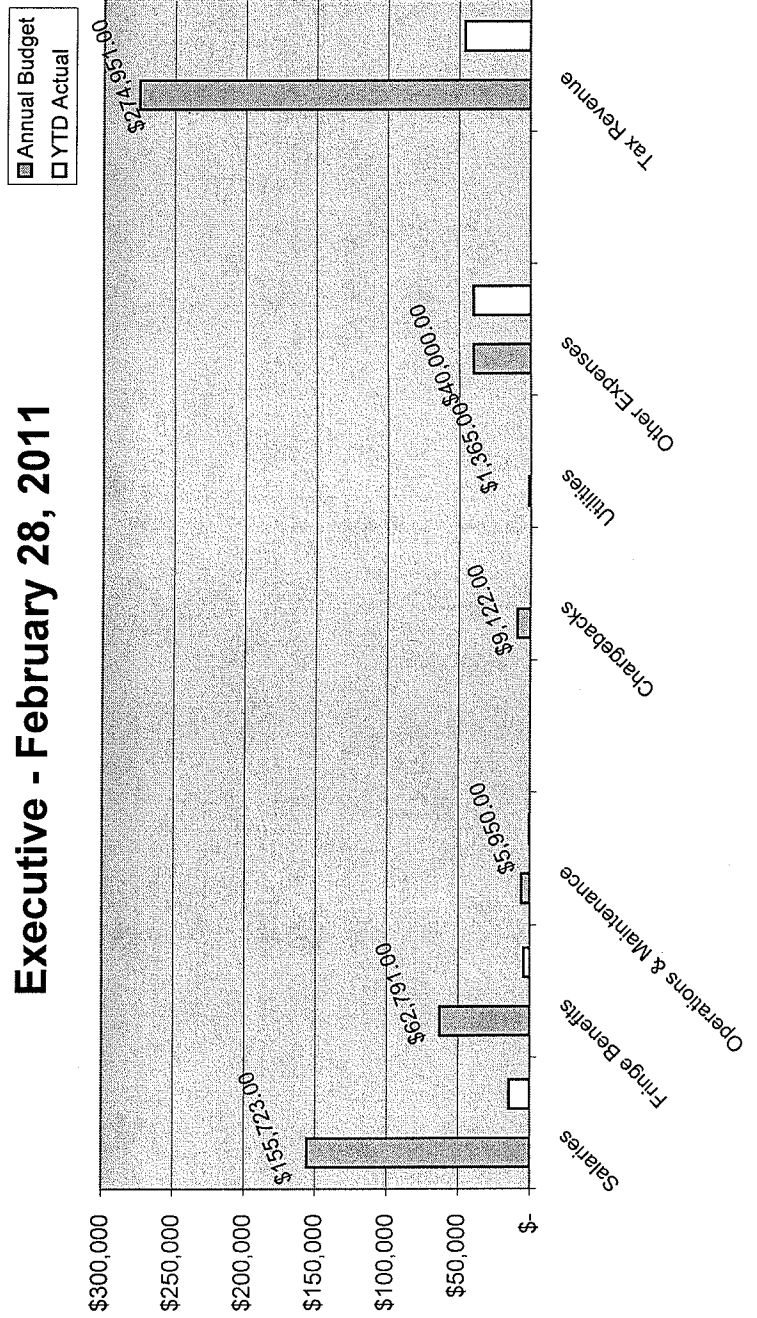
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2/28/2011

HIGHLIGHTS:

	Annual Budget	YTD Actual
Salaries	\$ 155,723.00	\$ 14,459.12
Fringe Benefits	\$ 62,791.00	\$ 4,339.11
Operations & Maintenance	\$ 5,950.00	\$ 474.17
Chargebacks	\$ 9,122.00	\$ 100.30
Utilities	\$ 1,365.00	\$ 93.56
Other Expenses	\$ 40,000.00	\$ 40,000.00
Tax Revenue	\$ 274,951.00	\$ 45,825.16

Executive - February 28, 2011



Executive Budget Report February 2011

Summary - through 2/28/2011

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund: 100 GF									
Revenue									
PTX - Property taxes	\$274,951.00	\$0.00	\$274,951.00	\$22,912.58	\$0.00	\$45,825.16	\$229,125.84	17%	\$53,609.50
TRI - Transfer in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals	\$274,951.00	\$0.00	\$274,951.00	\$22,912.58	\$0.00	\$45,825.16	\$229,125.84	17%	\$53,609.50
Expense									
PER - Personnel services	\$155,723.00	\$0.00	\$155,723.00	\$7,339.76	\$0.00	\$14,459.12	\$141,263.88	9%	\$27,756.54
FBT - Fringe benefits and taxes	\$62,791.00	\$0.00	\$62,791.00	\$2,295.76	\$0.00	\$4,339.11	\$58,451.89	7%	\$10,261.95
OPM - Operations and maintenance	\$5,950.00	\$0.00	\$5,950.00	\$95.00	\$0.00	\$474.17	\$5,475.83	8%	\$2,218.71
UTL - Utilities	\$1,365.00	\$0.00	\$1,365.00	\$0.00	\$0.00	\$93.56	\$1,271.44	7%	\$249.15
CHG - Chargebacks	\$9,122.00	\$0.00	\$9,122.00	\$50.17	\$0.00	\$100.30	\$9,021.70	1%	\$1,266.32
CON - Contracted services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
OTH - Other	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	100%	\$40,000.00
Revenue Totals:	\$274,951.00	\$0.00	\$274,951.00	\$22,912.58	\$0.00	\$45,825.16	\$229,125.84	17%	\$53,609.50
Expenditure Totals:	\$274,951.00	\$0.00	\$274,951.00	\$9,780.69	\$0.00	\$59,466.26	\$215,484.74	22%	\$81,752.67
Fund Totals: GF	\$0.00	\$0.00	\$0.00	\$13,131.89	\$0.00	(\$13,641.10)	\$13,641.10		(\$28,143.17)

4C

Executive Budget Report February 2011

Summary - through 2/28/2011

Prior Fiscal Year Activity Included

Revenue Grand Totals:	\$274,951.00	\$0.00	\$274,951.00	\$22,912.58	\$0.00	\$45,825.16	\$229,125.84	17%	\$53,609.50
Expenditure Grand Totals:	\$274,951.00	\$0.00	\$274,951.00	\$9,780.69	\$0.00	\$59,466.26	\$215,484.74	22%	\$81,752.67
Grand Totals:	\$0.00	\$0.00	\$0.00	\$13,131.89	\$0.00	(\$13,641.10)	\$13,641.10		(\$28,143.17)

4c

Brown County
Board of Supervisors
Budget Status Report
12/31/2010

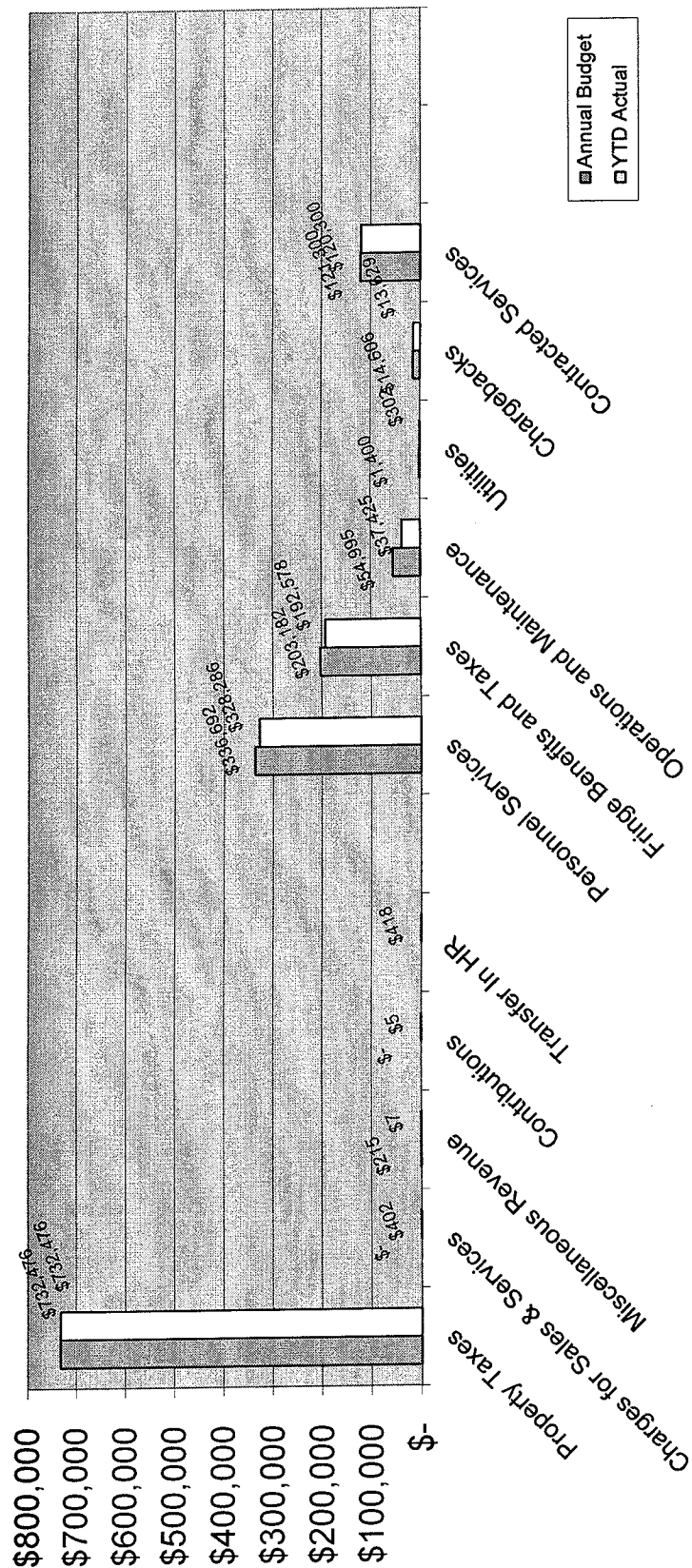
	Annual	YTD
	Budget	Actual
Property Taxes	\$ 732,476	\$ 732,476
Charges for Sales & Services	\$ -	\$ 402
Miscellaneous Revenue	\$ 215	\$ 7
Contributions	\$ -	\$ 5
Transfer In HR	\$ -	\$ 418
Personnel Services	\$ 336,692	\$ 328,286
Fringe Benefits and Taxes	\$ 203,182	\$ 192,578
Operations and Maintenance	\$ 54,995	\$ 37,425
Utilities	\$ 1,400	\$ 302
Chargebacks	\$ 14,606	\$ 13,629
Contracted Services	\$ 121,300	\$ 120,300

Highlights:

100% of the Contracted Services budget has been used due to payment for the 2009 External Audit which was completed in June.

Transfer In HR was for expenditures related to casual day payout.

Board of Supervisors - December 31, 2010 (unaudited)



December 2010 Budget Report - County Board

Summary - through 12/31/2010

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund: 100 GF									
Revenue									
PTX - Property taxes	\$732,476.00	\$0.00	\$732,476.00	\$61,039.63	\$0.00	\$732,476.00	\$0.00	100%	\$758,386.00
CSS - Charges for sales and services	\$0.00	\$0.00	\$0.00	\$96.39	\$0.00	\$401.65	(\$401.65)	+++	\$295.78
MRV - Miscellaneous revenue	\$215.00	\$0.00	\$215.00	\$0.00	\$0.00	\$7.11	\$207.89	3%	\$209.00
CTB - Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	(\$5.00)	+++	\$4.00
TRI - Transfer in	\$0.00	\$418.00	\$418.00	\$418.00	\$0.00	\$418.00	\$0.00	100%	\$903.00
Revenue Totals	\$732,691.00	\$418.00	\$733,109.00	\$61,554.02	\$0.00	\$733,307.76	(\$198.76)	100%	\$759,797.78
Expense									
PER - Personnel services	\$336,692.00	\$316.00	\$337,008.00	\$33,403.45	\$0.00	\$328,285.68	\$8,722.32	97%	\$334,560.69
FBT - Fringe benefits and taxes	\$203,698.00	\$102.00	\$203,800.00	\$25,892.08	\$0.00	\$192,578.00	\$11,222.00	94%	\$173,815.89
OPM - Operations and maintenance	\$54,995.00	\$0.00	\$54,995.00	\$1,310.14	\$0.00	\$37,424.69	\$17,570.31	68%	\$41,216.29
UTL - Utilities	\$1,400.00	\$0.00	\$1,400.00	\$29.87	\$0.00	\$302.02	\$1,097.98	22%	\$1,255.65
CHG - Chargebacks	\$14,606.00	\$0.00	\$14,606.00	\$1,198.88	\$0.00	\$13,628.72	\$977.28	93%	\$13,777.26
CON - Contracted services	\$121,300.00	\$0.00	\$121,300.00	\$7,000.00	\$0.00	\$120,300.00	\$1,000.00	99%	\$118,100.00
Revenue Totals:	\$732,691.00	\$418.00	\$733,109.00	\$61,554.02	\$0.00	\$733,307.76	(\$198.76)	100%	\$759,797.78
Expenditure Totals:	\$732,691.00	\$418.00	\$733,109.00	\$68,834.42	\$0.00	\$692,519.11	\$40,589.89	94%	\$682,725.78
Fund Totals: GF	\$0.00	\$0.00	\$0.00	(\$7,280.40)	\$0.00	\$40,788.65	(\$40,788.65)		\$77,072.00

5a

December 2010 Budget Report - County Board

Summary - through 12/31/2010

Prior Fiscal Year Activity Included

Revenue Grand Totals:	\$732,691.00	\$418.00	\$733,109.00	\$61,554.02	\$0.00	\$733,307.76	(\$198.76)	100%	\$759,797.78
Expenditure Grand Totals:	\$732,691.00	\$418.00	\$733,109.00	\$68,834.42	\$0.00	\$692,519.11	\$40,589.89	94%	\$682,725.78
Grand Totals:	\$0.00	\$0.00	\$0.00	(\$7,280.40)	\$0.00	\$40,788.65	(\$40,788.65)		\$77,072.00

5a

2/28/2011

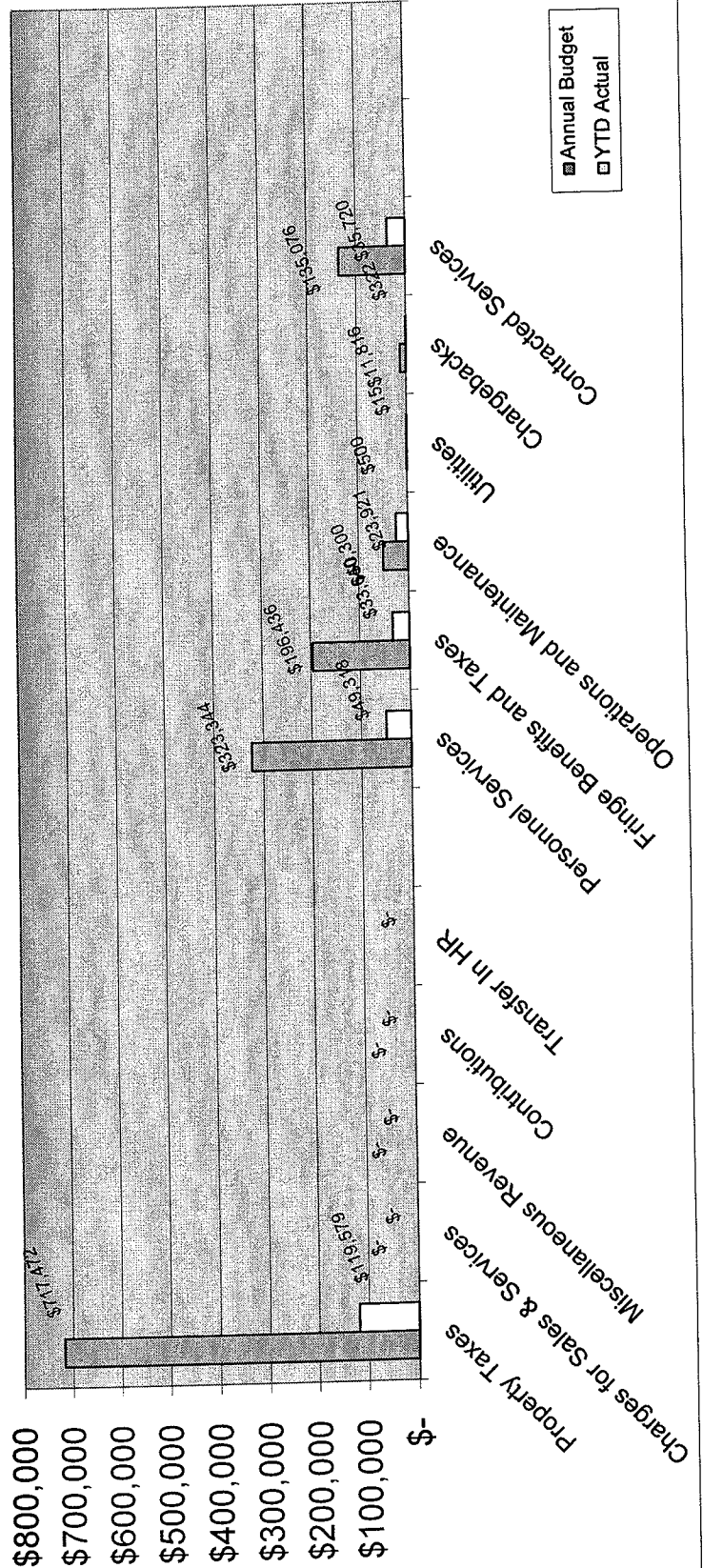
	Annual	YTD
	Budget	Actual
Property Taxes	\$ 717,472	\$ 119,579
Charges for Sales & Services	\$ -	\$ -
Miscellaneous Revenue	\$ -	\$ -
Contributions	\$ -	\$ -
Transfer In HR	\$ -	\$ -
Personnel Services	\$ 323,344	\$ 49,318
Fringe Benefits and Taxes	\$ 196,436	\$ 33,640
Operations and Maintenance	\$ 50,300	\$ 23,921
Utilities	\$ 500	\$ 15
Chargebacks	\$ 11,816	\$ 322
Contracted Services	\$ 135,076	\$ 35,720

Highlights:

48% of the Operations and Maintenance budget has been used due to payment of WCA and NACO dues in January.

26% of the Contracted Services budget has been used due to payment to the external auditors for the 2010 audit.

Board of Supervisors - February 28, 2011



February 2011 Budget Report - County Board

Summary - through 2/28/2011

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund: 100 GF									
Revenue									
PTX - Property taxes	\$717,472.00	\$0.00	\$717,472.00	\$59,789.33	\$0.00	\$119,578.66	\$597,893.34	17%	\$122,079.34
CSS - Charges for sales and services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$49.15
MRV - Miscellaneous revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
CTB - Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
TRI - Transfer in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals	\$717,472.00	\$0.00	\$717,472.00	\$59,789.33	\$0.00	\$119,578.66	\$597,893.34	17%	\$122,128.49
Expense									
PER - Personnel services	\$323,344.00	\$0.00	\$323,344.00	\$25,452.49	\$0.00	\$49,318.01	\$274,025.99	15%	\$50,278.08
FBT - Fringe benefits and taxes	\$196,436.00	\$0.00	\$196,436.00	\$17,135.49	\$0.00	\$33,640.33	\$162,795.67	17%	\$32,189.10
OPM - Operations and maintenance	\$50,300.00	\$0.00	\$50,300.00	\$201.33	\$0.00	\$23,920.53	\$26,379.47	48%	\$25,718.05
UTL - Utilities	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$14.69	\$485.31	3%	\$208.63
CHG - Chargebacks	\$11,816.00	\$0.00	\$11,816.00	\$161.11	\$0.00	\$322.22	\$11,493.78	3%	\$1,973.58
CON - Contracted services	\$135,076.00	\$0.00	\$135,076.00	\$4,310.00	\$0.00	\$35,720.00	\$99,356.00	26%	\$34,000.00
Revenue Totals:	\$717,472.00	\$0.00	\$717,472.00	\$59,789.33	\$0.00	\$119,578.66	\$597,893.34	17%	\$122,128.49
Expenditure Totals:	\$717,472.00	\$0.00	\$717,472.00	\$47,260.42	\$0.00	\$142,935.78	\$574,536.22	20%	\$144,367.44
Fund Totals: GF	\$0.00	\$0.00	\$0.00	\$12,528.91	\$0.00	(\$23,357.12)	\$23,357.12		(\$22,238.95)

PRODUCTION *Brown Co* PRODUCTION

February 2011 Budget Report - County Board

Summary - through 2/28/2011

Prior Fiscal Year Activity Included

Revenue Grand Totals:	\$717,472.00	\$0.00	\$717,472.00	\$59,789.33	\$0.00	\$119,578.66	\$597,893.34	17%	\$122,128.49
Expenditure Grand Totals:	\$717,472.00	\$0.00	\$717,472.00	\$47,260.42	\$0.00	\$142,935.78	\$574,536.22	20%	\$144,367.44
Grand Totals:	\$0.00	\$0.00	\$0.00	\$12,528.91	\$0.00	(\$23,357.12)	\$23,357.12		(\$22,238.95)

5b

SHERIFF'S OFFICE

Brown County

300 EAST WALNUT ST.
P.O. BOX 22003
GREEN BAY, WISCONSIN 54305-4206
PHONE (920) 448-4200 FAX (920) 448-4206



DENNIS KOCKEN
SHERIFF

DATE: 03/04/11

TO: Tom Hinz, County Executive
Debbie Klarkowski, Human Resources Manager
Ellen Sorensen, Director of Administration

FROM: Sheriff John Gossage
Brown County Sheriff's Office

SUBJECT: Request to Fill – Warrants/TRO Clerk

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

Current

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Part of the constitutional duties of the Sheriff is the handling of court papers. This position is the sole position for the handling of entry of warrants, writs, restraining orders and other court documents. This position also handles the cancelations and responses necessary for these papers, such extradition matters. This is also the sole position handling the mandated validation of warrants and restraining orders that are entered into the Crime Information Bureau system. Overtime has been necessary in order to keep up with the mandated time lines of these various requirement.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position handles the entry of warrants for the county and all municipalities other then Green Bay, Depere and Ashwaubenon. Currently the data entry is one month behind. The total number of warrants monitored by this position is just under 4000. All of these warrants have to validated through the course of the year. This count does not include the restraining orders that this position also enters, monitors and validates. Traditionally the count for this paper type runs between 400 and 500. This position was previously covered by two full time positions. During the last budget cycle one of these positions was cut.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

With the pending new records management system (RMS) and the move of the sheriff's office this position has already been under evaluation. The position is currently staffed at the jail site because of the need for 24/7 access to the paper files for confirmations and cancelations. Currently this is provided during the off hours and weekends by the Jail Intake Corporals. With the new RMS the plan is to make these paper files electronic copies only. This is one of the capabilities of the new system. Once this is done there will be no need for the 24/7 access to the paper files. The PSC Communication center personnel will have access through the new system to cancel these papers. This is the same way that Green Bay PD is currently handling their warrants. Once the new RMS is in place the plan is to then move this position out of the jail to the new sheriff's office in Bellevue. We have begun and will continue to train the remaining records staff Clerk typist IIIs to relieve this position. This will alleviate the current issue of this position not having designated relief and provide assistance when there are issues with volume of work.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are adequate.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact of not filling this position will be significant for the following reasons:

First the person reassigned is the senior records person for the sheriff's office (She is the only person in the division with the appropriate current level of TIME certification). She is part of the new RMS project team and is needed for the implementation of the new system. Her knowledge of the database is critical to the project. If this position is not quickly filled she will be out of the loop for this process and it may cause costly delays in the execution of the new RMS.

Secondly with this person out of her position the entry of reports into the old RMS will fall behind. There are two Clerk Typist IIIs assigned to these duties. We are currently about two weeks behind on the entry of the reports and as this vacancy continues that gap will expand. Eventually this will also begin to affect our monthly Uniform Crime Reporting requirements and the monthly crime statistical reports that we supply to our contract villages as that data is drawn directly out of the old RMS database. In order to keep this from happening overtime will be necessary to keep with our requirements.

Lastly having a backlog of reports will cause problems when it comes to implementation of the new RMS. There will eventually be a switchover from the old to the new system. At that the time the department will need to have the minimum amount of backlogged data that will need to be entered in order to have a smooth transition.

2011 Cost of Budgeted Position
Warrant/TRO Clerk

2011 Annualized Fiscal Impact:

	Warrant/TRO Clerk
2011 Salary	\$ 33,057.57
2011 Fringe Benefits	<u>\$ 17,262.66</u>
Total 2011 Salary & Fringe:	<u>\$ 50,320.23</u>

April 20, 2011

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING: DEPARTMENT OF HUMAN RESOURCES
REVIEW OF INDIVIDUAL EMPLOYMENT CONTRACTS

WHEREAS, the various departments of Brown County government will enter into individual employment contracts from time to time; and

WHEREAS, the Brown County Board of Supervisors desires consistency and legality among the various individual employment contracts entered into by Brown County; and

WHEREAS, the Department of Human Resources possesses the expertise to oversee the drafting, execution and administration of individual employment contracts with Brown County.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that hereafter the Brown County Department of Human Resources shall review and approve any and all individual employment contracts with Brown County.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved by:

COUNTY EXECUTIVE

Dated Signed: _____

Final Draft Approved by Corporation Counsel.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

April 20, 2011

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
UW-EXTENSION
EXTEND GRANT FUNDED POSITION
(Got Dirt? Marketing Coordinator LTE)

WHEREAS, the UW-Extension table of organization currently includes a .50 FTE grant funded Got Dirt? Marketing Coordinator LTE position; and

WHEREAS, due to the amount of time the position has been vacant and the amount of work remaining to satisfy the grant, the grant expiration date has been extended to 3/31/12; and

WHEREAS, the position was budgeted for 1,040 hours in 2011 but because it has been vacant, the hours can be increased to 1,680 for the duration of the position; and

WHEREAS, after a thorough review was completed by Human Resources in conjunction with UW-Extension, the following change to the table of organization is recommended; and

WHEREAS, Human Resources and UW-Extension recommend increasing the grant funded Got Dirt? Marketing Coordinator LTE position in the UW-Extension table of organization from .50 FTE to .75 FTE for 1,680 hours or until expiration of the grant on 3/31/12; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, to increase the grant funded Got Dirt? Marketing Coordinator LTE in the UW-Extension table of organization to .75 FTE for 1,680 hours or until expiration of the grant on 3/31/12.

BE IT FURTHER RESOLVED, that the position is 100% grant funded with no benefits resulting in no fiscal impact to the budget. Should funding be eliminated, the position will end and be eliminated from UW-Extension's table of organization.

Budget Impact: This resolution does not require an appropriation from the General Fund.

UW-Extension

Got Dirt? Marketing Coordinator LTE

Delete (.50) FTE; Add .75 FTE (1,680 total hours or through 3/31/12)

2011 Partial Budget Impact

(5/01/11 – 12/31/11)

	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Got Dirt? Marketing Coordinator (LTE)	(.50)	Deletion	(\$10,400)	(\$ 796)	(\$11,196)
Got Dirt? Marketing Coordinator (LTE)	.75	Addition	\$16,800	\$1,285	\$18,085
Total Salary & Fringe			\$6,400	\$ 489	\$ 6,889
Grant Revenue			(\$6,400)	(\$ 489)	(\$ 6,889)
2011 PARTIAL BUDGET IMPACT			0.00	0.00	0.00

2011 Annualized Budget Impact

	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Got Dirt? Marketing Coordinator (LTE)	(.50)	Deletion	(\$15,600)	(\$1,193)	(\$16,793)
Got Dirt? Marketing Coordinator (LTE)	.75	Addition	\$25,200	\$1,928	\$27,128
Total Salary & Fringe			\$9,600	\$ 734	\$10,334
Grant Revenue			(\$9,600)	(\$ 734)	(\$10,334)
2011 ANNUAL BUDGET IMPACT			0.00	0.00	0.00

Respectfully submitted,

PLANNING, DEVELOPMENT AND
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources. Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

March 10, 2011

To: Debbie Klarkowski
Human Resources Manager

Fr: Lisa Younk
Human Resources Analyst

RE: UW Extension: Increase Got Dirt? Marketing Coordinator position from .5 FTE to .75 FTE
and extend position expiration date

The grant which pays for the Got Dirt? Marketing Coordinator position has been extended due to the vacancy issues with the position and the amount of work still to be completed to satisfy the grant requirements.

The position was vacated twice in 2010, leaving a number of tasks yet to be completed. The grant was originally expected to expire on 6/30/2011 but has been extended until 3/31/12. The position was originally budgeted at 1,040 hours for 2011, but since it has been vacant those hours can be increased to 1,680 for the duration of the position.

The increased hours should also make the position more appealing to applicants and hopefully draw a candidate who will commit to the duration of the position.

Because this position is 100% grant funded any impact to the department budget will be offset by grant dollars. This position is contingent upon grant funding and will be eliminated from the table of organization when external funding ceases.

It is recommended to increase the position to .75 FTE and extend the position expiration to 3/31/12.

April 20, 2011

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
UW-EXTENSION
ADDITION OF GRANT FUNDED POSITION
(Horticulture Project Coordinator LTE)

WHEREAS, the NEW Master Gardeners organization received an Urban Forestry grant from the Wisconsin DNR to fund a horticulture position for 400 hours over two (2) years from date of hire; and

WHEREAS, the NEW Master Gardeners organization does not have the space or resources to fulfill the grant requirements and has requested to sub-contract with UW-Extension to hire a Horticulture Project Coordinator LTE to plan, coordinate and establish an urban tree resource center at the Green Bay Botanical Garden; and

WHEREAS, this position will be fully funded by the DNR Urban Forestry grant. Should the funding be eliminated, the position will end and be eliminated from UW-Extension's table of organization; and

WHEREAS, after a thorough review was completed by Human Resources in conjunction with UW-Extension, the following change to the table of organization is recommended; and

WHEREAS, Human Resources and UW-Extension recommend the addition of a .10 FTE Horticulture Project Coordinator LTE to the UW-Extension table of organization for a period of 400 hours over two (2) years from date of hire; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the addition of a grant funded .10 FTE Horticulture Project Coordinator LTE to the UW-Extension table of organization for a period of 400 hours over two (2) years from date of hire.

BE IT FURTHER RESOLVED, that the position is 100% grant funded with no benefits resulting in no fiscal impact to the budget. Should funding be eliminated, the position will end and be eliminated from UW-Extension's table of organization.

Budget Impact: This resolution does not require an appropriation from the General Fund.

UW-Extension

Add .10 FTE Horticulture Project Manager LTE
(400 hours over two years from date of hire)

	<u>05/01 – 12/31/11</u>	<u>2011 Annual</u>
Salary	\$1,600	\$2,400
Fringe	<u>\$ 122</u>	<u>\$ 184</u>
Total Salary & Fringe	\$1,722	\$2,584
Grant Revenue	<u>(\$1,722)</u>	<u>(\$2,584)</u>
2011 BUDGET IMPACT	<u>\$0.00</u>	<u>\$0.00</u>

Respectfully submitted,

PLANNING, DEVELOPMENT AND
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Submitted by Human Resources. Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

March 10, 2011

To: Debbie Klarkowski
Human Resources Manager

Fr: Lisa Younk
Human Resources Analyst

RE: UW Extension Addition of grant funded position: Horticulture Project Coordinator (LTE)

The NEW Master Gardeners received an Urban Forestry grant from the Wisconsin DNR. The purpose of the grant aligns well with some of the horticulture programs that currently exist at UW-Extension, and the Master Gardeners have requested that UW-Extension sub-contract with them to provide a staff member to plan, coordinate, and establish an urban tree resource center at the Green Bay Botanical Garden.

The Master Gardener organization does not have office space or paid employees so they are not able to coordinate the hiring of an individual to fulfill the grant requirements. Although UW-Extension can coordinate office space and payroll services, resources and time are not available within the current UW-Extension staffing structure to address the needs of the grant. The position will be scheduled for 400 work hours over the course of the 2-year project, at \$12.00 per hour. The position will be fully funded by the DNR Urban Forestry grant received by the Master Gardener organization.

Because this position is 100% grant funded any impact to the department budget will be offset by grant dollars. This position is contingent upon grant funding and will be eliminated from the table of organization when external funding ceases.

It is recommended to add (1) LTE Horticulture Project Coordinator position to address these additional responsibilities for the term of the grant, currently two years.

The position description, budget impact information, and grant approval for the new Horticulture Project Coordinator are attached.

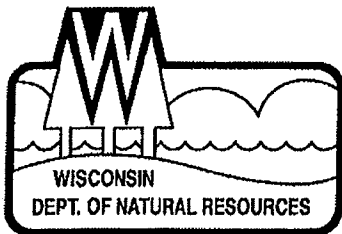
2011 BUDGET IMPACT CALCULATION

UW-Extension

Add grant funded Horticulture Project Coordinator (LTE)
(400 hours over 2 year period)

	Horticulture Project Coordinator
<u>Budget Impact for the Period 5/1/11 - 12/31/11</u>	
2011 Estimated Salary (5/1/11 - 12/31/11)	\$ 1,600.00
2011 Estimated Fringe (5/1/11-12/31/11)	\$ 122.40
Total 2011 Salary & Fringe Cost	\$ 1,722.40
Grant Revenue	\$ (1,722.40)
2011 PARTIAL BUDGET IMPACT	<u>0.00</u>
<u>2011 Annual Budget Impact</u>	
2011 Estimated Annual Salary (1/1/11 - 12/31/11)	\$ 2,400.00
2011 Estimated Annual Fringe (1/1/11 - 12/31/11)	\$ 183.60
Total 2011 Salary & Fringe Cost	\$ 2,583.60
Grant Revenue	\$ (2,583.60)
2011 TOTAL BUDGET IMPACT	<u>0.00</u>

Note: this position is not currently reflected in the table of organization or budget



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Jim Doyle, Governor
Matthew J. Frank, Secretary

101 S. Webster St.
Box 7921
Madison, Wisconsin 53707-7921
Telephone 608-266-2621
FAX 608-267-3579
TTY Access via relay - 711

December 30, 2010

Mr. John Hermanson, Master Gardner
Northeastern Wisconsin Master Gardeners, Inc
1150 Bellevue Street
Green Bay, Wisconsin 54302

SUBJECT: 2011 Urban Forestry Program Grant Agreement
► REQUIRES IMMEDIATE ATTENTION & SIGNATURE ◄

Dear Mr. Hermanson:

Congratulations! On behalf of Governor Jim Doyle, we are pleased to forward to you duplicate copies of an agreement for financial assistance from the Urban Forestry Grant Program.

<u>Project No.</u>	<u>Project Name</u>	<u>Sponsor</u>	<u>State Award</u>
UF-1033-11	Urban Tree Educational Resources	Northeastern Wisconsin Master Gardeners, Inc	\$15,465.00

Review the agreement and complete, sign, date, and return the yellow-colored DNR COPY of the project agreement, signed by the authorized representative, to Candice Sovinski, Urban Forestry Grant Coordinator, DNR, PO Box 7921, 101 S. Webster St., Madison, WI 53707 within ten business days.

Retain copies for your file. Funds will be encumbered when the above-referenced documents are returned.

- The period covered by this agreement: January 1, 2011 through December 31, 2011. Project costs incurred prior to January 1, 2011 will not be eligible for grant sharing.
- A final report of the project's activities will be due March 31, 2012 (see grant condition B.5.). Send the report to your Regional Urban Forestry Coordinator, Tracy Salisbury, DNR – NER, 2984 Shawano Ave, Green Bay, Wisconsin 54313.
- Since you, as a sponsor, are a not-for-profit organization, you are eligible to request a 50 percent advance payment of your grant award. If you desire the 50 percent advance payment of \$7,732.50 check the "advance payment request" box on the signature page of the grant agreement.

All work must be completed within the grant period and in accord with the terms of the agreement. Note the grant conditions contained in the agreement.

Changes cannot be made to the approved project scope, time period, and/or budget without prior approval from the Department. Contact Tracy Salisbury at 920-662-5450 if you have any questions.

Check your local procedures to insure you comply with all applicable state and federal laws regarding competitive bidding and awarding. If you have any questions regarding bidding and/or awarding procedures, contact your organization's or agency's attorney for advice. The *Procurement Guide for Local Governments Receiving Grants (State or Federal) from the Wisconsin Department of Natural*

Resources explains the department's general bidding and contracting standards for grant projects and is available at: <http://dnr.wi.gov/org/caer/cfa/grants/Forms/ProcurementGuide.pdf>

Please note that any construction work or work performed by a consultant or other service provider totaling \$25,000 or more requires a written contract. The contract should specify the financial terms, contract duration and services to be rendered. The regional urban forestry coordinator should review the contract prior to signing. A copy of the contract should be submitted with the reimbursement materials for the grant.

Instructions and forms for the financial administration of the project are enclosed. Submit the final reimbursement information **by March 31, 2012**. If you charge equipment usage to the grant, refer to the enclosed "DOT 2011 Classified Equipment Rates" to establish the eligible rate or estimated life of the equipment.

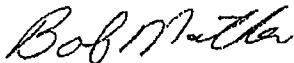
Actual fringe benefits, not to exceed the rate established annually by the Department of Administration (DOA), are eligible as part of the sponsor's labor costs. For FY'11 grant projects, the DOA maximum fringe benefit rate is 48.59 percent. Fringe benefits may include employee insurance, retirement plans, social security contributions, worker compensation, etc.

If you are considering the use of a Consultant, please review the "Guidelines for Working with Consultants on Urban Forestry Grant Projects" that was included in the grant application packet. It is also available at: <http://dnr.wi.gov/forestry/UF/resources/consult.htm> These guidelines may assist you in your work with consultants.

There may be other enclosures depending on the conditions listed in this grant agreement. **Read the special conditions carefully.**

The Department of Natural Resources is pleased to participate with you in this urban forestry project.

Sincerely,



Robert Mather, Director
Bureau of Forest Management

Enclosures

cc: Tracy Salisbury – NER

State of Wisconsin
Department of Natural Resources
Box 7921
Madison, WI 53707-7921

URBAN FORESTRY GRANT AGREEMENT
Form 8700-65
Rev. 1-01

GRANT CONDITIONS

NOTICE: Collection of this information is authorized under s. 26.145, Wis. Stats., and chapter NR 47, subchapters I and VIII, Wis. Admin. Code. Personally identifiable information will be used for managing grants and is not intended to be used for other purposes.

Sponsor	Project Number
Northeastern Wisconsin Master Gardeners, Inc	UF-1033-11

Project Title
Urban Tree Educational Resources

Period Covered by This Agreement	Name of Program
January 1, 2011 through December 31, 2011	Urban Forestry Grant Program

Project Scope and Description of Project
The Northeastern Wisconsin Master Gardeners, Inc shall participate in the Urban Forestry Grant Program by providing the following items as described in the project application.
<u>Project Description:</u> Urban Tree Educational Resources and Diagnostic Service
<u>Scope Details:</u> Information/Education/Outreach Training

Project Cost:	The following documents are hereby incorporated into and made part of this agreement:
Total Cost	1. Chapter NR 47, Subchapters I and V, Wisconsin Administrative Code
Fund Support	2. Urban Forestry Grant Application and attachments dated October 01, 2010
State Aid Amount	3.
Sponsor Share	4.

A. GENERAL CONDITIONS

1. **PERFORMANCE.** The State of Wisconsin Department of Natural Resources (hereafter DEPARTMENT) and the Northeastern Wisconsin Master Gardeners, Inc (hereafter PROJECT SPONSOR) mutually agree to perform this agreement in accordance with the Urban Forestry Grant Program and with the project proposal, application, terms, promises, conditions, plans, specifications, estimates, procedures, maps, and assurances attached hereto and made a part hereof.
2. **INDEPENDENT CONTRACTOR.** The PROJECT SPONSOR is an independent contractor for all purposes, not an employee or agent of the DEPARTMENT.
3. **ENTIRE GRANT AGREEMENT.** This agreement, together with any referenced parts and attachments, shall constitute the entire agreement and previous communications or agreements pertaining to the subject matter of this agreement are hereby superseded.
4. **GRANT AGREEMENT AMENDMENTS.** Any cost adjustments must be made by a written amendment to this agreement, signed by both parties, prior to the expenditure of funds or the termination date of the agreement. Adjustments for time of performance or scope of work may be granted to the PROJECT SPONSOR by the DEPARTMENT in writing without the requirements of PROJECT SPONSOR's signature.
5. **SUSPENSION OF OBLIGATIONS.** Failure by the PROJECT SPONSOR to comply with the terms of this agreement shall not cause the suspension of all obligations of the DEPARTMENT hereunder if, in the judgment of the Secretary of the DEPARTMENT, such failure was due to no fault of the PROJECT SPONSOR. In such cases, any amount required to settle at minimum costs any irrevocable obligations properly incurred shall be eligible for assistance under this agreement, at the DEPARTMENT's discretion.
6. **AFFIRMATIVE ACTION PLAN.** If this agreement is for an amount of at least twenty-five thousand dollars (\$25,000), the PROJECT SPONSOR agrees to submit a written affirmative action plan to the DEPARTMENT within 15 business days after the Agreement commences if an acceptable plan is not already on file with the State of Wisconsin. (PROJECT SPONSORS with an annual work force of fewer than twenty-five (25) employees are exempted from this requirement.) Failure to comply with the conditions of this clause may result in the termination of this agreement by the DEPARTMENT or withholding of payment.
7. **The PROJECT SPONSOR agrees:**
 - a. **OFFER ACCEPTANCE.** To notify the DEPARTMENT, in writing, of acceptance of this offer by delivering to the Urban Forestry Grant Coordinator one original agreement duly signed by the authorized representative. Once signed, the agreement is binding.
 - b. **DECLINING OFFER.** To notify the DEPARTMENT, in writing, of its decision to decline this offer of financial assistance at any time prior to the start of the project and before expending any funds. After the project has been started or funds expended, this agreement may be terminated, modified, or amended only by mutual agreement of both parties in writing.
 - c. **EXECUTION OF AGREEMENT.** To execute the project described in the grant agreement in accordance with this agreement in consideration of the promises made by the DEPARTMENT herein.
 - d. **APPLICABLE LAW.** To comply with all applicable Wisconsin Statutes and Wisconsin Administrative Codes in fulfilling the terms of this agreement.
 - e. **BIDDING.** To comply with all applicable local and state contract and bidding requirements. The PROJECT SPONSOR should consult its legal counsel with questions concerning contracts and bidding. The PROJECT SPONSOR may obtain the following document from the DEPARTMENT by calling the grant manager associated with this grant agreement: *Procurement Guide for Local Governments Receiving DNR Grants*.

- f. **ACCOUNTING AND FISCAL RECORDS; RECORDS RETENTION; ACCESS.** To comply with the Urban Forestry grant program procedures, a copy of which is attached hereto and made a part hereof. Accounting and fiscal records shall be maintained to reflect the receipt and expenditure of all funds used for this project. If an advance is provided, all grant funds shall be credited promptly upon receipt in a separate account. These funds shall be expended only for project costs. Accounts, documents, and records related to this project shall be retained by the PROJECT SPONSOR for a period of three (3) years following the end of this agreement. The PROJECT SPONSOR agrees to allow the DEPARTMENT access to these records upon request.
- g. **INDEMNIFICATION.** To save, hold harmless, defend, and indemnify the State of Wisconsin, the DEPARTMENT and all its officers, employees and agents, against any and all liability, claims and costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this agreement or omissions of PROJECT SPONSOR's employees, agents or representatives.
- h. **REPAYMENT; TERMINATION.** To reimburse the DEPARTMENT any and all funds the DEPARTMENT deems appropriate in the event the PROJECT SPONSOR fails to comply with the conditions of this agreement or project proposal as described, or fails to provide public benefits as indicated in the project application, proposal description, or this agreement. In addition, should the PROJECT SPONSOR fail to comply with the conditions of this agreement, fail to progress due to nonappropriation of funds, or fail to progress with or complete the project to the satisfaction of the DEPARTMENT, all obligations of the DEPARTMENT under this agreement may be terminated, including further project cost payment. Upon notification of grant termination, any grant advance or payment not substantiated by documentation shall be immediately returned to the DEPARTMENT by the PROJECT SPONSOR.
- i. **NON-DISCRIMINATION.** In connection with the performance of work under this Agreement, not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the PROJECT SPONSOR further agrees to take affirmative action to ensure equal employment opportunities. The PROJECT SPONSOR agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the DEPARTMENT setting forth the provisions of this nondiscrimination clause. Failure to comply with the conditions of this clause may result in the termination of this Agreement or withholding of payment.

8. The DEPARTMENT agrees:

- a. **GRANT ENCUMBRANCE AND PAYMENT.** In consideration of the covenants and agreements made by the PROJECT SPONSOR herein, to obligate for the PROJECT SPONSOR the amount listed as the Grant Amount on the first page of this agreement and to tender to the PROJECT SPONSOR that portion of the obligation which is required to pay the DEPARTMENT's share of the costs based upon the state providing 50% percent of the eligible project costs not to exceed a maximum of \$15,465.00.
- b. **INDEPENDENT CONTRACTOR.** That the PROJECT SPONSOR shall have sole control of the method, hours worked, and time and manner of any performance under this agreement other than as specifically provided herein. The DEPARTMENT reserves the right only to inspect the job site or premises for the sole purpose of ensuring that the performance is progressing or has been completed in compliance with the agreement. The DEPARTMENT takes no responsibility of supervision or direction of the performance of the agreement to be performed by the PROJECT SPONSOR or the PROJECT SPONSOR's employees or agents. The DEPARTMENT further agrees that it will exercise no control over the selection and dismissal of the PROJECT SPONSOR's employees or agents.
- c. **ACCESS TO RECORDS.** To retain its right to examine all accounts, documents, and records of the PROJECT SPONSOR as they relate to this agreement.

- d. **TERMINATION.** To reserve its right to terminate this agreement for failure by the PROJECT SPONSOR to comply with any provision of this agreement.

B. SPECIAL CONDITIONS

1. The PROJECT SPONSOR agrees to sign and return the grant agreement within 10 days of receipt of this agreement.
2. The Sponsor agrees that it will charge only the actual fringe benefits eligible, not to exceed the rate established annually by the Department of Administration (DOA), as part of the sponsor's labor costs. For FY'11 grant projects, the DOA maximum fringe benefit rate is 48.59 percent. Fringe benefits may include employee insurance, retirement plans, social security contributions, worker compensation, etc.
3. The Sponsor agrees to use the "DOT 2011 Classified Equipment Rates" to establish the eligible rate or estimated life of the equipment for any equipment usage charged to the grant.
4. The sponsor agrees to provide to the department for review *within 6 months of project commencement*, an interim report to contain details of progress, findings, problems and other information regarding status of the project.
5. The Sponsor agrees to provide to the Department for review *within 90 days of grant expiration* a final project summary to include:
 - a. Documentation of all project activities during the grant period
 - b. Documentation and justification of all project modifications
 - c. Documentation of all public information and educational activities which were conducted
 - d. Conclusions and results
 - e. An appendix that includes all references and supporting documents for the final report. (A summary of any/all applicable state and federal laws and regulations shall also be made part of the appendix.)
6. No funds from other state or federal sources may be used to match this grant except that community development block grants may be used to match urban forestry grants only when it can be demonstrated to the department's satisfaction that there is a local commitment to, and involvement in, the project.
7. Please note that any construction work or work performed by a consultant or other service provider totaling \$25,000 or more requires a written contract. The contract should specify the financial terms, contract duration and services to be rendered. The regional urban forestry coordinator should review the contract prior to signing. A copy of the contract should be submitted with the reimbursement materials for the grant.
8. All published documents such as strategic or management plans, training materials, fact sheets, public awareness brochures, etc., must include the following statement in the introduction or other appropriate place: "This document was funded in part by an urban forestry grant from the State of Wisconsin Department of Natural Resources Forestry Program as authorized under s. 23.097, Wis. Stat."
9. The sponsor agrees to provide to the department for review prior to purchase, printing, publication, or duplication any/all public awareness or educational materials developed for the project, to include: Publications & Display Material.
10. The sponsor gives the department permission to share products funded by this grant with other interested parties for instructional or educational purposes.

Northeastern Wisconsin Master Gardeners, Inc
Urban Forestry Grant Number: UF-1033-11
Grant Award: \$15,465.00

☒ **Not-for-Profit Organization Advance Pay Request.** Check here if you request the 50 percent advance payment.
The advance payment amount is \$7,732.50.

The check will be mailed to owner of the Tax Identification Number (TIN) submitted with this grant agreement on the substitute W-9 form.

The person signing for the Sponsor represents both personally and as an agent of his or her principal that he or she is authorized to execute this agreement and bind his or her principal, either by a duly adopted resolution or otherwise.

FOR THE SPONSOR

By

John Heiman
(Signature)

Name

Urban

Grant

MASTER GARDNER PROJECT
(Title)

1/7/11

(Date Signed)

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
FOR THE SECRETARY

By

Robert Mather
Robert Mather, Director
Bureau of Forest Management

COORDINATOR

December 30, 2010

(Date Signed)